NOTICE

PREPARATORY TO AWARDING ANY FUTURE DEVELOPMENT OF MAINTENANCE CONTRACTS FOR THIS SYSTEM, USER AGENCIES AND SUPPORTING PROCUREMENT ACTIVITIES MUST ASSURE SELECTED CONTRACTOR FIRMS AGREE TO AND DECLARE, IN WRITING, CONTRACT PERFORMANCE WILL BE LIMITED TO U.S. CITIZEN PERSONNEL ONLY. THIS IS A MANDATORY REQUIREMENT DUE TO THE MILITARY CRITICAL TECHNOLOGIES AND TECHNICAL INFORMATION WITH UNIQUE MILITARY UTILITY ASSOCIATED WITH AFFECTED SOFTWARE AND SUPPORTING DOCUMENTS.

DESTRUCTION NOTICE

DESTROY BY ANY METHOD THAT WILL PREVENT DISCLOSURE OF CONTENTS OR RECONSTRUCTION OF DOCUMENT.

SUMMARY of CHANGE

AISM 25-P09-A13-AIX-SCOM
Military Personnel In-Processing (INPROC)
Software Center Operator Manual (SCOM)
10 December 1999

This updated manual--

- ? Replaces all previous versions of Software Center Operator Manual (SCOM) prepared in accordance with (IAW) Department of Defense (DOD) documentation standards MIL-STD-498, which was canceled on 27 May 1998.
- ? Adheres to the documentation standards contained in the Institute of Electrical and Electronics Engineers (IEEE)/Electronics Industries Association (EIA) standard, IEEE/EIA 12207, "Information Technology-Software Life Cycle Process".
- ? Provides information needed to use the system effectively.
- ? Contains a hierarchy diagram in Section 3 that is a quick-reference to the location of each available menu and screen.
- ? Provides a blank copy of DA Form 2028 (Recommended Changes to Publications and Blank Forms). This form is at the end of the manual and users may reproduce and use it to write corrections, additions, or comments about the manual. Or users may use it as cover sheet to a marked up copy of the INPROC SCOM.
- ? Be advised that changes would be subject to approval by the appropriate Subject Area Functional Proponent (SAFP).

NOTE

Some of the menus or screens shown in the manual may not yet be available in the software. These menus or screens are shown with an asterisk next to their menu numbers in ***Error! Reference source not found.***, INPROC Hierarchy Diagram.

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1 SCOPE

1.1 IDENTIFICATION.

The following is a full identification of the Military Personnel In-Processing (INPROC):

a. Automated Information System (AIS) Identifier, which establishes the base functional components of a system: P09.

b. System Identification Code (SIC) identifies the software tool methodology that the application is developed: A13.

c. Title and Abbreviation: Military Personnel In-Processing (INPROC)

d. Previously fielded Release/Version Number: 08.04/08.00.

e. Software Change Package (SCP) Release/Version number being developed/ fielded: P09-A13-09-02.

1.2 SYSTEM OVERVIEW.

The Installation Support Module (ISM) Project was established to create new software applications (or upgrade existing ones) that would automate standard procedures and integrate information used to manage Army installations. These software applications are packaged as modules according to the installation management function they perform. ISM is deployed army-wide and comprises a uniform set of automated tools that assists installation commanders in effectively, managing daily operations.

INPROC is part of the ISM Project, which is an army-wide Major Automated Information System (MAIS) initiative. The primary objective of ISM is to enhance, through automation, installation management functions. ISM applications consist of standard procedures packaged into functional applications, which automate as well as integrate day-to-day installation processes. ISM applications use the Installation Level Integrated Database (ILIDB), which is the central repository for data that is common to more than one ISM application, and various local databases that contain data elements unique to the individual ISM applications.

ISM operates at garrison locations and support functional users during peacetime, mobilization, and wartime conditions. Installation commanders and installation functional managers use ISM applications and data to manage resources under their control. ISM performs the following major functions:

? Application-specific support to meet the information needs of installation functional activities and tenant units;

? Command and staff reporting requirements via standard or ad hoc queries run against either an application database or the ILIDB; and

? Information exchanged internally among installation functional activities and externally to echelons above installation levels, as well as to Standard Army Management Information Systems (STAMIS).

The purpose of the INPROC ISM is to ensure that soldiers are ready for deployment and that they meet all soldier readiness personnel processing requirements. In support of this, INPROC is an automated computer system designed to assist in-processing clerks in processing army soldiers and their families upon arrival at an installation. Benefits expected from its use include elimination of multiple data entry and redundant record keeping, data validation, ensuring that data entry requirements are completed in full, and providing uniformity to the process at all installations.

1.2.1 Management Reporting

INPROC administration is divided into two primary areas: functional administration and system administration. The Functional Administrators (FA) will be at the installation and the System

Administrators (SA) will be at the Army Network and Systems Operation Center (ANSOC). The FA performs administrative functions, such as data management, user access control, and control of electronic interfaces with other systems and is responsible for administration and security of INPROC in an assigned area. This includes administration of password accounts according to the level of security and type of data required for access, and assistance in resolving any problem users may have gaining access to the system. The FA also executes the ISM Train and Trainer program at each installation. The SA is responsible for managing the Installation Transition Processing (ITP) system. This includes UNIX and Oracle7 administration tasks such as performing backups and data recovery, creating system accounts, and updating printcap files and user accounts on the host computer.

1.2.2 Organizational and Personnel References.

The following organizations and personnel maintain a responsibility or interest in this ISM application.

a. ISM Functional Proponent. The ISM Functional Proponent (FP) is the Office of the Director of Information Systems for Command, Control, Communications, and Computers (ODISC4).

b. Application Sponsor. The application sponsor is the Director of Management (DM) Office Chief of Staff, Army (OCSA).

c. ISM/MISM FP. The ISM/MISM FP is the Assistant Chief of Staff for Installation Management (ACSIM).

d. Assigned Responsible Agency (ARA). The ARA for technical development, testing, fielding and maintenance of this ISM application is the Information Systems Engineering Command (ISEC).

e. Point of Contact.

Organization:	U.S. Army Information Systems Software Center (USAISSC) ATTN: AMSEL-IES, Stop H-6, 6000, 6th St., Suite S122A, Ft. Belvoir, VA 22060-5576
Point of Contact:	Joanne Pinheiro
Commercial Phone:	(703) 806-4244
DSN:	365-4244

1.3 DOCUMENT OVERVIEW.

The purpose of this SCOM for INPROC ISM is to provide computer operation and administration personnel with an operational and administrative overview of the INPROC module, procedures for performing system administration tasks and supporting technical information.

1.3.1 Security.

INPROC does not store or process classified data. INPROC data is designated as unclassified-sensitive two (US2), as defined in Army Regulations (AR) 380-19, *Information Systems Security (ISS)*, 01 May 1996. This data is For Official Use Only (FOUO), and prohibits unauthorized disclosure.

a. Authorization. Either an explicit official authorization or an implicit authorization derived from official assignments or responsibilities must authorize access to INPROC.

b. Disclosure. You must not disclose any personal information contained in INPROC except as authorized by AR 380-19.

1.3.2 Security Guidelines for Using INPROC.

The following guidelines will help users to operate the system in accordance with applicable security provisions.

1.3.2.1 Modifying or Viewing Data.

Only users who have explicit authorization are allowed to enter, modify, delete, or view INPROC data. The System Administrator (SA) administrates the system access using a combination of log-in name, password, and access permissions. Only, persons to whom log-in names and passwords were specifically assigned by the SA, shall use them.

a. Screens. Adjust Video Display Terminal (VDT) screens so that unauthorized person can not view informational displays.

b. Accuracy. Enter or modify data carefully and completely, to avoid storing or transmitting erroneous or incomplete data.

1.3.2.2 Protecting Information Sources.

Safeguard all information input to or generated by the system against unauthorized use, copying, or destruction.

a. Documents. Prevent unauthorized persons from viewing or accessing any documents, such as forms or manual files, by covering them or storing them in secure containers.

b. Electronic Media. Label all electronic media, such as tapes or diskettes, and keep them in proper storage containers.

1.3.3 Documentation Conventions.

1.3.3.1 Notational Conventions.

Table 1.3-1 shows the symbols of notational conventions used throughout this manual.

Table 1.3.1. Notational Conventions

SYMBOL	MEANING
<Enter>	Enter or Return key. Control, alternate, or similar keys on the keyboard are shown this way. Examples: <Alt> <PgDn>
<Ctrl>/<D> <Alt>/<X>	Denotes a combination of a control key and alphanumeric key. Hold the control key and press the specified alphanumeric.
<F1> FUNCTION	Denotes a function key and its screen-labeled function
"message"	Denotes a message displayed on-screen
{prompt}	Denotes a prompt that requires a response
text	Type the text exactly as shown
"text"	Names of files, directories, and other items may be shown in quotes to indicate their exact names

1.3.4 Procedural Conventions.

Every item on every menu has a corresponding number. To select a menu item, press its number followed by <Enter>. **Error! Reference source not found.** shows the hierarchy of all INPROC menu items. Use this hierarchy of menu item numbers to specify the *menu path.* The menu path for Add/Change INPROC User is as follows:

```
Master Menu
+ - - 7. INPROC Initialization/Administration Menu
¦      + - - 1. Security Administration Menu
¦      ¦       + - - 1. Add/Change INPROC User
```

Use Procedure 7,1,1 (Add/Change INPROC User) means to select each menu in order, starting from the Master Menu. Using this system of notation, you can quickly get to the screen needed without having to refer to the Hierarchy Diagram. Simply enter each number (followed by <Enter>) in the order listed.

2 REFERENCED DOCUMENTS

2.1 PROJECT REFERENCES.

The following documents are helpful in understanding and performing the tasks described in this SCOM.

a. U.S. Army Management Directorate Automated Information System (AIS) Manual 25-P09-A13-OSE-FD, "INPROC Functional Description (FD)", 12 November 1993, UNCLAS.

b. U.S. Army, AISM 25-P09-A13-AIX-DBDD, "INPROC Database Design Description (DBDD) Manual, UNCLS.

c. U.S. Army, AISM 25-P09-A13-AIX-SUM, "INPROC Software User Manual (SUM)", UNCLS.

d. U.S. Army, AISM 25-P09-A13-AIX-SIP, "INPROC Software Installation Plan (SIP)", UNCLS.

e. Hardware Documentation.

(1) IBM POWERstation and POWERserver - Diagnostic Information for Micro Channel Bus Systems, Version 4.2 - Part No. SA23-2765-01.

(2) IBM Adapters, Devices, and cable Information for Micro Channel Bus Systems, Version 4.2 - Part No. SA23-2764-01.

(3) IBM 7012 Models 300 Series - Installation and Service Guide - Part No. SA23-2624-07.

(4) IBM 7012 Models 300 Series - Operator Guide - Part No. SA23-2623-05.

f. Software Documentation.

(1) MS-DOS User's Guide and Reference, Version 5.0/6.22.

(2) AIX Version 4.2 Quick Installation and Startup Guide.

(3) AIX Version 4.2 Installation Guide - Part No.SC23-2341.

(4) AIX Version 4 Getting Started - Part No.GC23-2521.

(5) AIX Version 4.2 System User's Guide: Operating System and Devices.

(6) AIX Version 4.2 System Management Guide: Operating System and Devices.

(7) AIX Version 4.2 Network Installation Management Guide and Reference.

(8) AIX Version 4.2, Information For Operation Retrieval/License System (iFOR/LS) System Management Guide.

(9) Oracle7™ for AIX-Based Systems Installation & Configuration Guide, Part No.A32105-1.

(10) Oracle7™ SQL*Plus User's Guide and Reference, Version 3.1.

(11) Oracle7™ Server SQL Language Reference Manual, Part Number 778-70-1292.

(12) A Technical Introduction to the Oracle Server in the "Oracle7 Server Concepts Manual".

2.2 TERMS AND ABBREVIATIONS.

Section 6 defines the terms, abbreviations, and acronyms unique to this manual.

3 SOFTWARE SUMMARY

3.1 SOFTWARE APPLICATION.

This section summarizes INPROC, including its background, functions performed by the application, communication techniques used, and interfaces to other systems and organizations.

INPROC operates under a Portable Operating System Interface for Computer Environments (POSIX) compliant (or nearly so) Operating System (OS) using an American National Standards Institute-Structured Query Language (ANSI-SQL) Database Management System (DBMS). It was developed under the UNIX OS using the Extended Terminal Interface Prototype (ETIP) Designer Tool kit with the Oracle DBMS in addition to the UNIX tool set. ETIP Designer is used to construct most of the separate programs (software units) that comprise INPROC. These ETIP programs are stand-alone, though they are normally executed via a master program. The master program executes each of the other programs by suspending its own operation and invoking the other program as a subroutine in response to a menu selection. Each program may invoke other programs this way.

INPROC is a multi-user, interactive, menu-driven database system used by authorized military personnel to collect and store information required for effective administration of In-Processing scheduling.

The INPROC is designed to assist in-processing clerks in processing army soldiers and their families upon arrival at an installation. Benefits expected from its use include elimination of multiple data entry and redundant record keeping, data validation, ensuring that data entry requirements are completed in full, and providing uniformity to the process at all installations.

This ISM shares timely and accurate information with the Installation Level Integrated Database (ILIDB) - a database of shared information common to other ISM. ILIDB-obtained information is verified and, if necessary, updated through INPROC. Information needed for INPROC, which is not part of ILIDB, is manually entered.

3.2 SOFTWARE INVENTORY.

The names, types, and descriptions of the INPROC programs (software units) are listed in Table 3.2.1 below. The type column consists of- S for shell programs, E for Extended Terminal Interface Prototype (ETIP) executable, Q for Embedded Structured Query Language (ESQL) programs (without ETI) and C for C programs (without ESQL). See Figure 3.4-1, INPROC Hierarchy Diagram, for an overall view of the ETIP programs.

Table 3.2.1. INPROC Software Units

File Name	File Type	Run By	Description
.profile	S	login shell	Basic user setup for system
.setupISM	S	.profile	Runs .strtusrISM & inprc_prg
.strtusrISM	S	.setupISM	Set ISM environmental variables
SH_ckdest.sh	S	install_prg	Checks the destination files in each roster ID directory
SH_dirname_sh	S	install_prg	Puts all directory names in the roster directory into a file
Stdprofile.sh	S	install_prg	Prompts user to select Terminal type on login
SH_Iasagf.sh	S	install_prg	Alter SQL/GRANT/ALTER files
SH_Icheck.sh	S	install_prg	Check if user is logged in as Root
SH_Ickinfo.sh	S	install_prg	Checks if correct password was entered.

Table 3.2.1. INPROC Software Units

File Name	File Type	Run By	Description
SH_Iead.sh	S	install_prg	Exports database backup
SH_Iia.sh	S	install_prg	Function does main work of installing the ISM
SH_Ilad.sh	S	install_prg	Loads application database
SH_Irad.sh	S	install_prg	Installs variables
SH_Isiv.sh	S	install_prg	(Not used)
SH_Isrdv.sh	S	install_prg	(Not used)
SH_getdbs.sh	S	install_prg	Gets database spaces available
SH_st_user.sh	S	install_prg	Runs start user program
ST_USER	S	inproc_prg	Adds and deletes user from ISM
S_dummy.sh	S	install_prg	An empty file used as an IF condition branch
S_ldqtape.sh	S	install_prg	Tars transferred Rosters to tape
S_Tcraprcs.sh	S	extcom_prg	Dump database to dbdump dir
S_Tcrcdhqd.sh	S	extcom_prg	Dump database to hqdump dir
S_maintros.sh	S	install_prg	Executes tp
S_remfiles.sh	S	install_prg	Removes all roster Ids in the in_ruu (pid) file
S_weconmfr.sh	S	install_prg	Executes fp_connect
adhoc_prg	E	inprc_prg	Ad Hoc Query Main Menu
adm_rep	E	adm_rep_prg	Run various In-Processing reports
admin_prg	E	inprc_prg	Ad hoc query administration menu
alter_locks	S	install_prg	Sets the database tables to lock mode row
ecps_prg	E	inprc_prg	Problem Reports/ECP-S Submis sion
findilidb.sh	S	install_prg	Gives ILIDB location
inprc_prg	E	.setupISM	Master Menu, Peacetime Menu
install_prg	E	ism_admin_prg	Setup ISM and Database
maint_rost_prg	E	inprc_prg	Work center roster schedule
receive_prg	E	inprc_prg	Receive records menu
schedule	E	schedule_prg	Schedules appointments
start_user.sh	S	outproc_prg	Run start_user program
wc_admin	E	wc_admin_prg	To update completion status
wc_inproc	E	wc_inproc_prg	To view or reschedule work center appointments
welc_cen	E	welc_cen_prg	Process incoming soldiers and schedule work center appointments. Also deletes appointments by work center or individual.

3.2.1 Information Inventory.

3.2.2 Resource Inventory.

Since the software units in the INPROC ISM consist of a single executable and many associated files

(often small and insignificant), a complete listing of every file referenced would be inappropriate. Instead, this exhaustive listing of the files that comprise a software unit is included in the INPROC ISM Maintenance Manual. The numerical majority of files that comprise a software unit contain help messages and other text displayed on the screen when the ETIP program executes. Thus, most of the files do not change as a result of INPROC ISM processing. The exceptions to this include dynamic menu files that can be changed by a user or the ISM administrator. Permanent files created using the INPROC ISM include the Engineering Change Proposal Software (ECP-S) data files. Other data files are created while generating reports and during ISM processing but these are temporary in nature.

The INPROC database contains much of the information referenced, created and updated by the INPROC ISM. INPROC requires this in order to operate. The ILIDB contains information that is referenced by the INPROC ISM. INPROC cannot create or update information in the ILIDB database. If it is not available, processing can continue.

3.2.2.1 DBMS Files.

The database tables referenced or updated by INPROC are listed in Table 3.2.2 below in alphabetical order. The Subject Area Database (SADB) must contain these tables to operate fully, though it may be possible to continue operation with some tables missing.

Table 3.2.2. INPROC Database Tables

Database	Table	Database	Table
inprc	adhoc_svdet	inprc	adhoc_svqry
inprc	adhoc_tbl	inprc	auth_tbl
inprc	country	inprc	ecps_tbl
inprc	enrostered	inprc	exclude_units
inprc	ind_questions	inprc	ind_rmks
inprc	inproc	inprc	max_id
inprc	menu_tbl	inprc	printer
inprc	printer-default	inprc	prison_tbl
inprc	remarks	inprc	rosters
inprc	roster_appt	inprc	security
inprc	sysmenuitems	inprc	sysmenus
inprc	wc_permissions		

The tables in ILIDB that are referenced by INPROC are listed in Table 3.2.3 below. You can find details about these tables in the ILIDB Database Specification.

Table 3.2.3. ILIDB Database Tables

Database	Table	Database	Table

Table 3.2.3. ILIDB Database Tables			
Database	**Table**	**Database**	**Table**
ilidb	civilian	ilidb	cmd_cd_lookup
ilidb	cmsnd_occ_spec	ilidb	cmsnd_off
ilidb	co_aoc_lookup	ilidb	co_aoc_master
ilidb	enl_mos_lookup	ilidb	enl_mos_master
ilidb	enl_occ_spec	ilidb	enlisted
ilidb	ind_address	ilidb	ind_appt
ilidb	ind_assoc	ilidb	ind_assoc_addr
ilidb	ind_phone	ilidb	individual
ilidb	mil_pers	ilidb	mil_pers_asg
ilidb	mil_sfpa	ilidb	pers_test
ilidb	unit	ilidb	unit_auth_str
ilidb	unit_phone	ilidb	warr_off
ilidb	wo_mos_lookup	ilidb	wo_mos_master
ilidb	wo_occ_spec	ilidb	workcntr_appt
ilidb	workcntr_doc	ilidb	workcntr_gen_inf
ilidb	workcntr_quest	ilidb	workcntr_skel

3.2.2.2 Permanent Files.

There are more than 1000 permanent files in the INPROC run-time module. The names and locations of the permanent files referenced created, or updated by INPROC are included in the INPROC Software Product Specifications (SPS) Manual. They are not included here, since the files can not be understood without the detailed information about the ETIP programs that the SPS provides. Most of the files in the INPROC run-time have suffixes that indicate the type of the file. The meanings of some of the suffixes are as follows:

Table 3.2.4. Meanings of Suffixes	
FILE SUFFIX	**TYPE/CONTENTS OF FILE**
txt	Text of a HELP, WARNING, BANNER, or MESSAGE SCREEN
menu	List of choices available with the CHOICES key
sh	Executable “shell” commands
sql	SQL statements

The files contained in the “inprc.exp” subdirectory are not needed at run time. They contain an export of the INPROC database that is used optionally to load the database during INPROC installation. The “inprc.sql” file contains an SQL script that may be read by the “dbimport” command.

3.2.3 Report Inventory.

All reports produced by INPROC are listed below with the name of the executable that produces the report and the INPROC menu path(s) from the “Master Menu” to the report. For example, the path 4,1,2,1 means that you obtain the report by selecting item 4 from the “Master Menu”, then select item

1; then 2; then 1 from the next three menus. Refer to Figure 3.4-1, INPROC Hierarchy Diagram, for an overall view of INPROC functions. To obtain a report, select the report from the menu and enter the criteria specified. You can choose to view some reports on-screen as well as send them directly to a specified printer. A complete listing of the reports created by INPROC is as follows:

Report Title	Menu Path
Print Personnel In-Processing Record	1.2.1.7
Pending Gains Report	1.2.4.1
Recent Arrival Report	1.2.4.2
In-Processing Personnel Report by Unit	1.2.4.3
In-Processing Statistics Report	1.2.4.4
View/Print Roster	1.2.5.1.6
Work Center Roster Completion Report	1.2.5.5
Print Individual Completion Report	1.2.5.6
View/Print Appointment Schedule	1.2.6.2
View/Print Roster	1.2.6.5
Work Center Roster Completion Report	1.2.6.7
View/Print Information Report	1.2.7.3
View/Print Appointment Schedule	1.2.7.7

3.2.4 Custom Reports.

The ISM "Ad Hoc Query" utility can create Ad hoc (customized) reports. These reports are the output of SQL queries of the "inprc" database. You can construct queries using a menu-driven feature (knowledge of SQL not required) or you can write your own free-form SQL queries. In either case, operation is restricted to queries only; updates or deletes are not allowed. Refer to Section 7 of this manual for more information.

3.3 SOFTWARE ENVIRONMENT.

The INPROC ISM runs on any UNIX System V platform against a Structured Query Language (SQL)-compliant Relational Database Management System (RDBMS). Terminals may consist of any American National Standards Institute (ANSI) 3.64 type or a PC with a similar emulation program. Printers, modems, and other peripherals will be site specific. To successfully execute INPROC, the system environment should consist of the hardware, software, and utilities designated in paragraphs 3.3.1 and 3.3.2.

NOTE: This ISM application is not dependent upon any one particular model of computer. The hardware described in the following paragraphs is one of the configurations possible for operating the INPROC application.

3.3.1 Hardware Required.

Hardware configurations required to support INPROC include:

a. Computer. IBM RISC 6000 System - Model 7012-300 series.

b. Local Computer Workstation. 386/486 class personal computer, a keyboard, a monitor, power strip/surge suppresser, communications interface.

c. Printers. For reports high-resolution dot-matrix impact printer, with RS-232 serial communications interface and 132 column wide format.

3.3.2 Software Required.

The software required, to run, INPROC ISM includes:

a. Operating System (OS). AIX OS Version 4.1 Installation Guide. The operating system supervises the work of the computer and provides software utilities.

b. RDBMS. ANSI SQL-compliant Relational database management system (such as Oracle7™ for AIX-Based Systems). The database is a collection of data, information

about indexes, and system catalogs that describe the structure of the database.

c. ISM Application. This is the INPROC application software and is used in host mode.

d. Local Operating System. MS-DOS 5.0/6.22 disk operating system. This operating system controls the work of the local installation computer and provides local mode, software utilities.

e. Local Communication Software. Various types of communications protocol software may be used, depending on your installation configuration. This software formats and arranges data for transmission and controls the transfer of data between computers.

3.3.2.1 Database/Data Bank Characteristics.

INPROC is designed using a RDBMS that will:

a. Allow installation-unique tables and attributes.

b. Provide integration with other portions of the installation, central data repository previously developed.

c. Use data elements standardized IAW AR 25-9.

The data elements used for INPROC are identified from the FD, the Structured Requirements Analysis Planning (STRAP) reports, the STRAP key-based data model, the Joint Application Development sessions, and the Prototyping sessions. Other sources include existing databases, reports, forms, user manuals, and other data stores maintained by the functional organization. These data elements are fully defined in the Army Data Dictionary (ADD)/Automated Dictionary Support System (ADSS).

The data elements for INPROC are integrated into a multifunctional database as part of the ISM-wide data architecture. By accessing this data architecture, each function within has a view of its data. This view will consist of multiple data elements that are contained in a row of one or more tables. Estimates of table and row sizes for the SBIS-wide data architecture are presented in the Database Design Description (DBDD) Manual.

3.3.3 Major Application Components.

INPROC contains the following major components:

a. Communication Paths and Techniques. The ITP structure, which consists of the following, supports ISM communications:

(1) Host computers located at Army Network and Systems Operator Center (ANSOC) sites.

(2) Communications hardware and software to support local and long-haul connectivity.

(3) User workstations located at Army installations.

(4) Remote network and systems management tools located at the Army Network and Systems Operator Center (ANSOC).

The host computers at the ANSOC provide ISM application processing and ISM application databases for their client users, who gain access through workstations.

T1 circuits and fractional T1 bandwidth are provided for long-haul communications between the ANSOC and the installations. Bandwidth is provided through the DOD, Defense Information System Network (DISN) when spare capacity is available. When new service is required, it will be provided either by the Defense Commercial Telecommunications Network (DCTN) or by the Federal Telecommunications System

(FTS) 2000 contracts.

The ITP at the installation includes intra-building Local Area Networks (LANs) and inter-building communications. Installations connect to long-haul communications via a router, which also attaches the Installation Information Transport System (IITS), which is connected to a hub in the user buildings. Building LANs consist of workstations and printers connected via 10BaseT intelligent hubs. In some areas, workstations will communicate via modem to an installation hub, which will interface to a router for long-haul communications.

INPROC communicates between PC workstations and a local host either via an EIA RS-232-C serial connection or through an Ethernet LAN. Procomm terminal emulation software is used with the "VT100" emulation set and ISM host terminal type, set to "VTPC-C" for color monitors and "VTPC-M" for monochrome monitors. The baud rate, parity, and number of stop bits should match those of the ISM host. You can also use Telnet.

Typical configuration examples:

Serial connection using terminal emulation software with an IBM compatible PC. The PC hardware required is a serial port (COM1 or COM2 only). The software required is DOS 5.0 or higher and Procomm 2.4.2. Using Procomm, the following Options should be set in the Terminal Setup section (accessed by pressing <Alt/S> on the keyboard. The other settings in this section are irrelevant.

Settings:
Terminal Type : VT100
Duplex : FULL
Line Wrap : OFF
Scroll : ON

The following options should be set in the Line Parameters section (accessed by pressing <Alt/P> on the keyboard). All of these settings should match the particular PC hardware and ISM host configuration that you have. Parameters that are likely to vary are indicated with an "*".

Port : COM1*
Baud rate : 2400*
Parity : SPACE*
Data Bits : 7
Stop Bits : 1

The TERM variable on the ISM host should be set to "VTPC-C" or "VTPC-M" for use with this configuration.

TCP/IP LAN connection using National Center for Super-computing Applications (NCSA) Telnet with a network interface card (NIC) in an IBM compatible PC. The PC hardware required is a 3COM 3C503 Ethernet NIC in addition to the PC. The NIC should be configured for "thinnet" (thin coaxial cable) and for memory mapped I/O by setting the jumpers as indicated for the card. Except for this change, use the factory default settings. The software required for the AT is:

DOS 5.0/6.0	Operating System
SMC/pkt8000.com	packet driver
TELBIN.EXE	CUTCP/CUTE program (NCSA Telnet)
netstart.bat	described below

telnet.bat	described below
config.tel	configuration file
vtpc-c.tbl	keymapping file for vtpc-c terminal type

The autoexec.bat file on the PC should be modified to run the program SMC/ pkt8000.com via a batch file called netstart.bat. This loads the packet driver that communicates between the NIC and the telnet software with its correct configuration. The configuration is supplied as arguments to 3C503 and are, in order from left to right, 0x7e (Software interrupt number), 2 (Interrupt level number), 0x300 (shared memory address) and 1 (use thinnet adaptor). Since pkt8000 is a small (3K) TSR it can remain loaded all the time, even when not needed. The setting of the PATH variable should include the directory where the telbin.exe program is located along with the configuration and key-mapping files.

The telnet.bat file should change directory to this directory and then run the telbin.exe program passing the argument supplied to telnet.bat. This is the name of the ISM host as described in the config.tel file.

Various settings in the config.tel file depend on the LAN configuration. The name and IP address of the PC workstation must be determined in consultation with the LAN administrator to avoid conflict with other devices on the LAN. In addition, at a minimum, the name(s) of the ISM host and its IP address must be set in the config.tel file.

In the following sample config.tel file, the variables marked with "*" should be set to particular values based on your PC/LAN/ISM host configuration. Other variables are optional and may be set according to preference. Text after a '#' is commentary. See the NCSA documentation for details.

```
myname=myname              # PC's LAN name; unique to LAN
myip=192.108.181.200       # PC IP address; unique to LAN

name=default
keymap= "VTPC-C.tbl"       # sets default keymap

name=ISMHOST               # ISM host's LAN name
hostip=192.108.181.72      # ISM host's IP address
```

Additional pairs of lines like the last two may follow to indicate the LAN names and IP addresses of other hosts on the LAN. The TERM variable on the LAN hosts should be set to vtpc-c when using this configuration with the vtpc-c.tbl key-mapping file selected.

Note: The IP address and names given above are examples only. Determine the correct values for your LAN in consultation with the LAN administrator.

To connect to the ISM host using the LAN, invoke the telnet.bat file with the name of the ISM host as an argument. State-of-the-art, digital cellular communication is used where data links are critical.

c. Source Data Entry. Redundant data entry is eliminated. Basic information is captured at the source using automated source data technology, such as bar coding and laser scanning.

d. Accuracy and Completeness. Reducing the need for redundant data entry and implementing software edit checks will improve the accuracy and completeness of data. Read and write/update access control measures will also lower the error rate.

e. Better Utilization of Staff. Automation of data-collection and report-generating functions reduces the administrative burdens. In some instances, manual tasks are eliminated entirely.

f. Timeliness. On-line access to centralized databases and electronic data transfer capabilities improves the timeliness of data.

g. Management Oversight. Operational data are instantly available to all users at every level authorized to have access. Ad hoc query and report capabilities are provided, as well as standard, user-defined reports.

h. Graphics. Graphics are used to summarize statistical data (i.e., pie charts, bar charts).

3.3.4 System Interfaces.

INPROC references data stored in the ILIDB, which contains a subset of data from the Standard Installation/Division Personnel System (SIDPERS) database. Data contained in the ILIDB is reconciled with data from both SIDPERS and the Subject Area Database (SADB) periodically. INPROC application will directly interface with STAMIS, ISM, and other stovepipe systems such as SIDPERS and the ILIDB. These interfaces may be done as direct connect electronic record transfer. For systems that have restricted electronic connectivity capabilities, magnetic media data transfers may be used.

Connectivity to STAMIS, ISM, and stovepipes on or outside the installation is currently accomplished via SNA networks, the NIPERnet, LANs, or asynchronous/synchronous communication lines. Most installations have one network gateway to a major SNA network or to the NIPERnet. Some installations have both.

The INPROC will consider both connectivity paths with combinations of SNA 3270 emulation and file transfer or, in the event of circuit unavailability, manual transfer of data via magnetic media. Use of any of these methods permits “upload/download” of data from STAMIS to the shared data file and to INPROC data tables. Use of any existing network gateway may be considered until hardware and software supporting an Open System Environment (OSE) is installed.

3.4 SOFTWARE ORGANIZATION AND OVERVIEW OF OPERATION.

INPROC operates under a Portable Operating System Interface for Computer Environments (POSIX) compliant (or nearly so) operating system (OS) using an American National Standards Institute-Structured Query Language (ANSI-SQL) Database Management System (DBMS). It was developed under the UNIX OS using the Extended Terminal Interface Prototype (ETIP) Designer Toolkit with the oracle DBMS and the UNIX toolset.

ETIP Designer is used to construct most of the separate programs (software units) that comprise INPROC. These ETIP programs are stand-alone, though they are normally executed via a master program. The master program executes each other program by suspending its own operation and invoking the other program as a subroutine in response to a menu selection. Each program may invoke other programs this way. Some programs are written without ETIP and they may include Embedded Structured Query Language (ESQL) statements. Some of these are referenced within the ETIP based programs. INPROC is written in written in C. Refer to paragraph 3.2, Software Inventory, for details.

The INPROC programs communicate by shared access to the "inprc" database. The database tables accessible by INPROC are listed in Section 3.2.2.1. INPROC also references various tables in the ILIDB. The INPROC Database Design Specification (DBDD) manual (AISM 25-P09-A13-AIX-DBDD) contains more details about the database. Figure 3.4-1 is a directory of the menus and screens available to the INPROC user.

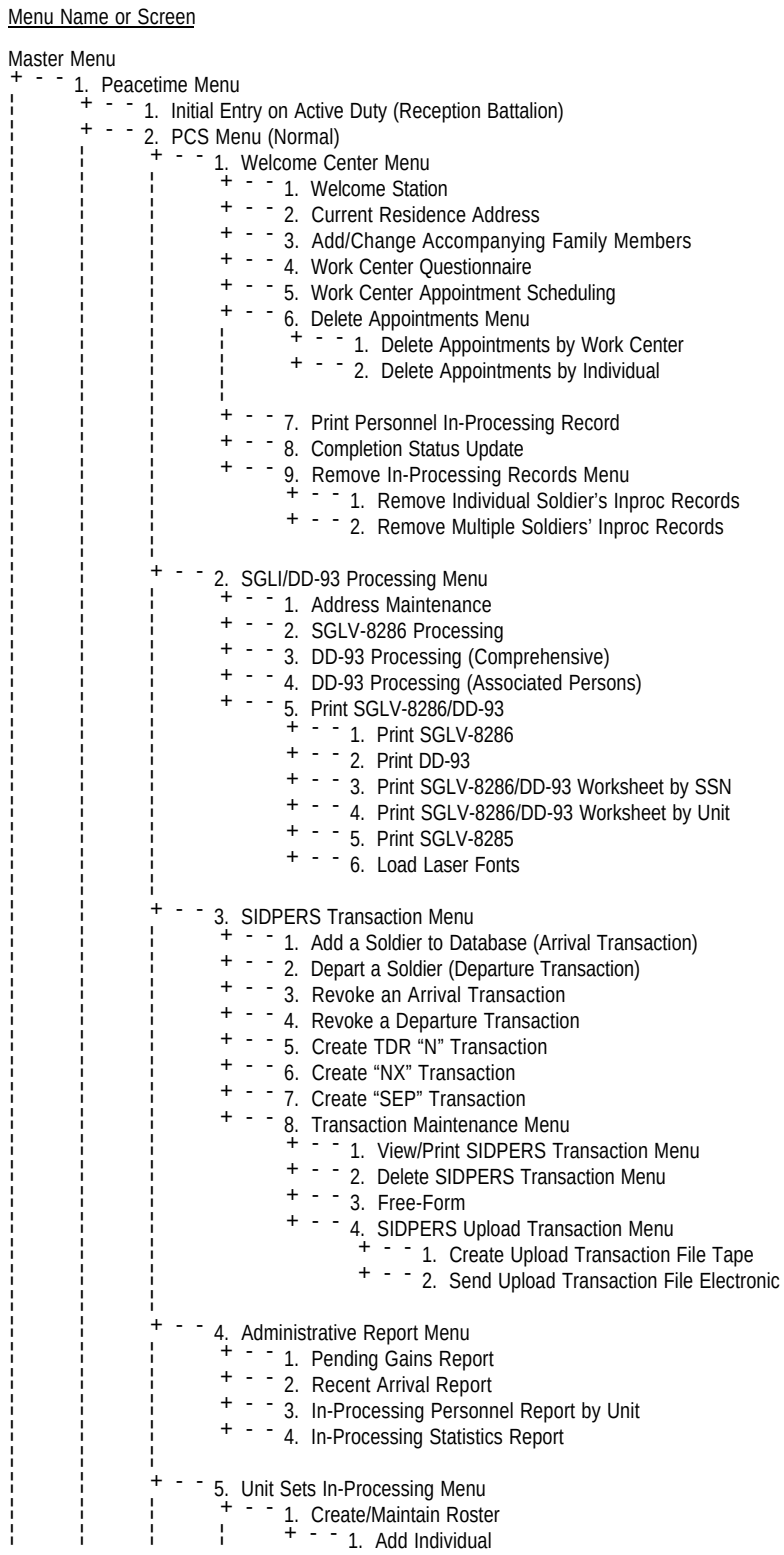
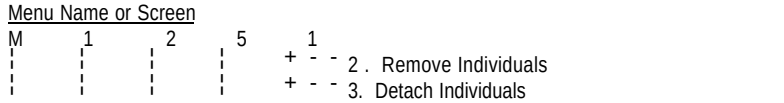


Figure 3.4-1. INPROC Hierarchy Diagram



```
|       |       |       |       + - - 4.  Add/Delete by Unit
|       |       |       |       + - - 5.  Add from Recent Incoming Soldiers
|       |       |       |       + - - 6.  View/Print Roster
|       |       |       |
|       |       |       + - - 2.  Add/Change Work Center for Roster Schedule
|       |       |       + - - 3.  Delete Work Center from Roster Schedule
|       |       |       + - - 4.  Work Center Roster Completion
|       |       |       + - - 5.  Work Center Roster Completion Report
|       |       |       + - - 6.  Print Individual Completion Report
|       |       |       + - - 7.  Print DD-93/SGLI-8286 Work Sheet by Roster
|       |       |
|       |       + - - 6.  Work Center In-Processing Menu
|       |       |       + - - 1.  Work Center Completion Status
|       |       |       + - - 2.  View/Print Appointment Schedule
|       |       |       + - - 3.  Reschedule Appointment
|       |       |       + - - 4.  Delete Appointments Menu
|       |       |       |       + - - 1.  Delete Appointments by Work Center
|       |       |       |       + - - 2.  Delete Appointments by Individual
|       |       |       |
|       |       |       + - - 5.  View/Print Roster
|       |       |       + - - 6.  Work Center Roster Completion
|       |       |       + - - 7.  Work Center Roster Completion Report
|       |       |       + - - 8.  Multi-Soldier Clearance
|       |       |
|       |       + - - 7.  Work Center Administration Menu
|       |       |       + - - 1.  Add/Change Work Center
|       |       |       + - - 2.  Delete Work Center
|       |       |       + - - 3.  View/Print Information Report
|       |       |       + - - 4.  Add/Change Appointment Skeleton Entries
|       |       |       + - - 5.  Delete Appointment Skeleton Entries
|       |       |       + - - 6.  Add/Change Appointment Exceptions
|       |       |       + - - 7.  View/Print Appointment Schedule
|       |       |       + - - 8.  Work Center Questions
|       |       |       |       + - - 1.  Add/Change Work Center Questions
|       |       |       |       + - - 2.  Delete Work Center Questions
|       |       |       |
|       |       |       + - - 9.  Maintain In-Processing Order
|       |       |       + - - 10. Maintain Out-Processing Order
|       |       |       + - - 11. Adjust Application Schedule Limit
|       |       |
|       |       + - - 8.  Ad Hoc Query Main Menu
|       |               + - - 1.  Create a Basic Ad Hoc Query
|       |               + - - 2.  Create an Advanced Ad Hoc Query
|       |               + - - 3.  Change a Saved Ad Hoc Query
|       |               + - - 4.  Delete Ad Hoc Queries
|       |               + - - 5.  View/Print Saved Ad Hoc Query Results
|       |               + - - 6.  View Saved Ad Hoc Query Statements
|       |
|       + - - 3.  Mobilization Menu (AC)
|       + - - 4.  Mobilization Menu (NG)
|       + - - 5.  Mobilization Menu (USAR)
|       + - - 6.  Load Laser Fonts
|
+ - - 2.  Transition to War Menu
+ - - 3.  Wartime Menu
+ - - 4.  Demobilization Menu
```

Figure 3.4-1. INPROC Hierarchy Diagram – *Continued*

```
Menu Name or Screen
M
+ - - 5.  Customer Assistance Menu
|       + - - 1.  Telephonic
|       + - - 2.  Message
|       + - - 3.  Problem Report
|       |       + - - 1.  Add/Change Problem Report/ECP_S
|       |       + - - 2.  View Problem Report/ECP_S
|       |       + - - 3.  Delete Problem Report/ECP_S
```

```
        + - - 4.  Submit Problem Report/ECP_S

      + - - 4.  ISM Data Sheet

+ - - 6.  Problem Reports/ECP-S Submission
      + - - 1.  Add/Change Problem Report/ECP_S
      + - - 2.  View Problem Report/ECP_S
      + - - 3.  Delete Problem Report/ECP_S
      + - - 4.  Submit Problem Report/ECP_S

+ - - 7.  INPROC Initialization/Admin Menu
      + - - 1.  Security Administration Menu
            + - - 1.  Add/Change INPROC User
            + - - 2.  Delete INPROC User
            + - - 3.  Add Alternate Administrator
            + - - 4.  Delete Alternate Administrator
            + - - 5.  Grant Privilege to Change Work Centers
            + - - 6.  Grant Privilege to Add/Delete Work Centers
            + - - 7.  Grant Privilege to In-Process for Work Centers

      + - - 2.  Modify INPROC Data Menu
            + - - 1.  Add/Change Country Code
            + - - 2.  Instructions for In-Processing Record
            + - - 3.  Add/Change In-Processing Record Remarks
            + - - 4.  Delete In-Processing Record Remarks
            + - -  5. Exclude Ranks: Incoming Roster Selection

      + - - 3.  Setup Installation-Specific Applications Menu
            + - - 1.  Add/Change Menu Entries
                  + - - 1.  Temp Dir Check
                  + - - 2.  Shell

            + - - 2.  Delete Menu Entries
                  + - - 1.  Temp Dir Check
                  + - - 2. Shell

      + - - 4.  Peripheral Administration Menu
            + - - 1.  Add/Change Application Printers
            + - - 2.  Delete Application Printers

      + - - 5.  Purge Records Menu
            + - - 1.  Purge Individual Records
            + - - 2.  Purge Roster Records

      + - - 6.  Receive Records Menu
            + - - 1.  Receive from Medium
            + - - 2.  Receive Individuals
            + - - 3.  Receive Rosters
            + - - 4.  Add/Change Receiving List
            + - - 5.  Delete Receiving List
```

Figure 3.4-1. INPROC Hierarchy Diagram – *Continued*

```
Menu Name or Screen
 M       7
      + - - 7.  Ad Hoc Administration
            + - - 1.  Select Elements to Show
            + - - 2.  Add/Change Element Comments

      + - - 8.  Status on Background Jobs
            + - - 1.  View Make UIC List Status
            + - - 2.  View Purge/Initialize Appointments Status
            + - - 3.  View Make SSN List Status
            + - - 4.  View Application Records Purge Status

+ - - 8.  Installation-Specific Applications Menu
```

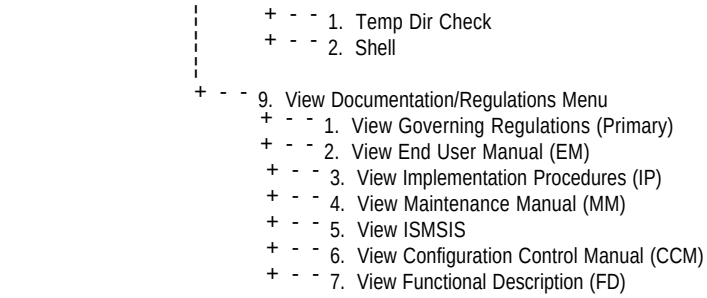


Figure 3.4-1. INPROC Hierarchy Diagram – *Continued*

3.4.1 Controls.

Through the "INPROC Initialization/Administration Menu" the INPROC Administrator controls which user LOGIN ID's have access to the specific INPROC functions. The installation Directorate of Information Management (DOIM) and installation level SAFP for INPROC have established ISM controls to ensure the proper use of the ISM in support of the overall mission.

The SA at the ANSOC is responsible for supervisory controls, including system identification and security, user services, disk management, file system administration, performance management, and interaction with operating system controls.

3.5 CONTINGENCIES AND ALTERNATE STATES AND MODES OF OPERATION.

There is no difference in the operation of this ISM during peacetime, war, or conditions of alert. During any emergency condition, you must know how to safeguard against loss of information. This section outlines methods used for saving and restoring data, implementing manual procedures, substituting equipment, and operating in degraded mode.

Caution: In case of system failures, or "crashes", and other abnormal shutdowns of the ANSOC computer or workstation, contact the SA or DOIM before continuing operation.

3.5.1 Failure Contingencies.

INPROC requires three types of failure contingency safeguards in case of user error or hardware/ software failure:

- ? Back up
- ? Fall back
- ? Degraded modes of operation

3.5.1.1 Backup.

Backups are copies (archives) of computer files that are made to preserve existing work. Failed systems that have not been backed up may be impossible to recover. System recovery can require one or more of the following:

a. Program Backup. Use this backup to restore the latest version of the ISM application software and is separate from the database.

b. Data Backup. Use this backup to restore the database to a point as it existed immediately before a failure and comes from three sources:

(1) Transaction Buffer. Work that is currently in progress is placed into a temporary transaction buffer. If the RDBMS crashes, this temporary buffer will be restored after the system is restarted. Both storage and recovery of transaction buffers are performed automatically by the RDBMS.

(2) Transaction Log. A record of all completed transactions is automatically written to a transaction log. This log is written onto external or removable media and used to roll back transactions, restore databases from archives, and recover from system failures. Transactions that are incomplete at the time of failure will be permanently lost.

(3) Database Backup. This is a copy of the entire database, which is made on a daily basis, and which is used to recover a database that has been completely, destroyed.

c. Electrical Power Backup. In case power to the computer is suddenly lost, an un-interruptible power system (UPS) will automatically provide between 20 and 30 minutes of continuous power to the system. This prevents the computer from shutting down in the middle of saving files.

Backup requirements are those, necessary to ensure continued achievement of system functions. There are two primary types of system backup:

a. Automatic Backup. The system automatically saves work entered into system memory to a restorable temporary file. The purpose is to save on-going work from loss in case of an abnormal system shutdown. On restart of the system, the user is informed that a temporary file exists from a previous abnormally ended session, and it can be queried on whether or not the system should restore the files.

b. Routine Backup. The system does routine periodic backups. The backup of data tables that were changed during the day is backed up to external or removable media during the end-of-day functions. The system keeps track of the time lapse between backups and notifies the user if a (table-driven) period of time has been exceeded without performing a backup. For example, if the end-of-day routine requires a backup of certain data tables and the system detects that no backup function has been performed during a 24-hour period, the SA is notified and told to perform the backup before beginning the next day's processing. The backup and subsequent restore processes are easy for the SA to perform.

3.5.1.2 Fall Back.

Use fall back techniques to ensure the continued satisfaction of the specific requirements of the system in the event of a system failure.

a. Installation failures. There are two primary fall back techniques:

(1) Alternate Equipment. If a terminal or PC workstation fails, another one should be used in its place. If a printer fails or is unavailable, print output should be rerouted to another printer or the printer should be replaced.

(2) Manual Operations. If automated system is not available, manual procedures should be used to perform transactions until the automated system is back in operation. When the system is back in operation, the manual transactions are entered into the system. The system includes the ability to reroute output to different devices in the event that the normal output device is unavailable. For example, if a standard report is normally routed to a specific printer, the user has the option of re-directing the output to another printer as the situation dictates.

b. ANSOC Failures. In case the ANSOC system fails, you should contact the installation SA or DOIM for instructions.

3.5.1.3 Degraded Modes of Operation.

This provides for operating the system according to a priority established in order of importance or urgency. The priority for operating any ISM in degraded mode is as follows:

Table 3.5.1. Degraded Modes of Operation

Priority	Operation
(1)	Interactive input of data
(2)	Standard report generation
(3)	Loading input data from other sources (e.g., ASMIS)
(4)	Transmitting data to other organizations (e.g., Staff Agencies)
(5)	Ad hoc queries of the database

3.5.2 Restart/Recovery.

a. General. The application software requires no restart procedures. However, the RDBMS automatically logs transactions that are completed. If the RDBMS crashes, an archive copy of the database is restored to disk, and the database is rolled forward to a point just before the failure. If any transactions were not completed, the database will be rolled back to the last completed transaction.

b. Policy. RDBMS transaction logging is automatic and has the default "checkpoint interval" of 20 minutes, which can be changed by the Database Administrator (DBA). Backups of the database must be performed a minimum of once per day. Backups of the application software can be conveniently performed when the database is backed up. ANSOC personnel will perform backups of applications, the ILIDB, and subject area databases.

c. Data Recovery. In case the ISM program has been corrupted or destroyed, the backup copy is restored. To recover a destroyed database, the latest backup is restored and then the contents of the transaction log read in. When the system is restarted, it checks for the existence of a complete transaction and automatically recovers; the RDBMS notifies users when an automatic recovery from backup is being performed.

3.6 SECURITY AND PRIVACY.

The information contained in this application is designated unclassified sensitive-two (US-2). US-2 is unclassified information, which primarily must be protected to ensure its availability and/or integrity. This information also requires protection from unauthorized personnel to ensure confidentiality. Examples of US-2 include information dealing with logistics, medical care, personnel management, Privacy Act data, contractual data, and For Official Use Only (FOUO*)* information.

All data, which is subject to the Privacy Act pursuant to Public Law 93-579, will be handled in such a manner as to preclude unauthorized release of the information. The Military Personnel In-Processing (INPROC) application data tables will contain information that must be safeguarded against unauthorized assess.

Only users with a valid login ID and PASSWORD may access the INPROC ISM. INPROC SA must grant privileges to a user to access the various options of the ISM.

3.6.1 Threat Types.

There are several possible threats to which the system could be subjected. These threats are taken into

consideration in the development of safeguards.

3.6.2 Unauthorized Access.

This type of threat concerns an individual attempting to gain access to the system who is not authorized to either use the system or has a "need to know." The system provides safeguards against these types of "hackers" or "idle curiosity seekers."

3.6.2.1 Fraud and Embezzlement.

This type of threat concerns an individual authorized system access attempting to falsify requisition records for purpose of acquiring unauthorized items. The system provides safeguards against any one individual having complete control over an entire accounting transaction; and maintains permanent, unalterable audit logs of record access.

3.6.2.2 Other Threat.

This type of threat concerns the physical misappropriation of the computer containing the application program and its data bank/database. The system includes safeguards such as encryption of data elements, if appropriate, to prevent sensitive data from falling into the wrong hands by physical misappropriation of the system hardware.

3.6.2.3 Service Interruption/Degradation.

This type threat is normally related to scheduled or unscheduled availability of the system to run the application as intended. The disruption may be due to power outages, environmental situations, etc. The system provides safeguards for restoring systems abnormally terminated/shut down.

3.6.2.4 Human Errors of Commission and Omission.

This type of threat is normally related to user carelessness or ignorance. The system provides safeguards by automatically performing edit checks for enumerated values, acceptable ranges, etc.

3.6.2.5 Privacy Violations.

This type of threat involves unauthorized release of personnel information protected under the Privacy Act of 1974, Section 5, United States Code 552a. Data elements identified as protected under the Privacy Act are safeguarded by the system through encryption, user access levels, or other controls as appropriate.

3.6.2.6 Sabotage.

This type of threat would most likely involve an authorized user deliberately erasing or otherwise destroying system data files and/or backup file media. The system periodically determines duration between system sessions and last system backup. The system also periodically requires a backup to be generated if some predetermined number of sessions has occurred without the operator voluntarily performing a backup operation. The backup ensures that at least three separate backup copies are maintained and the system cycles through them interactively.

3.6.2.7 Industrial/Military Espionage.

This threat would normally involve a former user gaining access to the system for some personal benefit. The system provides safeguards to require inactive USERID to be deleted from the system. The system also requires periodic mandatory change of authorized user passwords.

WARNING

IT IS A VIOLATION OF FEDERAL LAW TO ACCESS, COPY, OR OTHERWISE USE GOVERNMENT COMPUTER RESOURCES WITHOUT

SPECIFIC AUTHORIZATION.

3.7 ASSISTANCE AND PROBLEM REPORTING.

Obtain assistance by contacting the Customer Assistance Office (CAO) at the appropriate ANSOC, unless instructed to report to an intermediate source first. Report problems using the procedures described in the Configuration Control Manual, AISM 25-P09-A13-AIX-CCM. Use DA Form 5005-R, "Engineering Change Proposal-Software (ECP-S)" to report the problem and submit it to the appropriate ANSOC. You may report the problems on the Fort Huachuca hot line DSN: 879-6798/6858 or on commercial line 1-800-305-3036.

4 INSTALLATION SETUP

4.1 PROCESSING OVERVIEW.

After logging in, users access INPROC via statements in their shell profiles - the file ".profile". The command file ".setupISM", (in the user's home directory), is activated from this shell profile, which controls how INPROC will be executed from that point on. After environment variables are set, the INPROC main program "inprc_prg" is executed in the INPROC home directory. When a menu selection is made that activates another program, the current program is suspended and the other program begins. After each program is terminated, (by pressing <F6>), the suspended program resumes. After the final program terminates, the exit statement in the user's shell is executed and the user is logged out. Any number of users can access INPROC simultaneously, subject to limitations of the host system's resources, including the RDBMS. For details on installing INPROC, refer to the INPROC Software Installation Plan (SIP) manual.

4.2 COMMUNICATIONS OVERVIEW

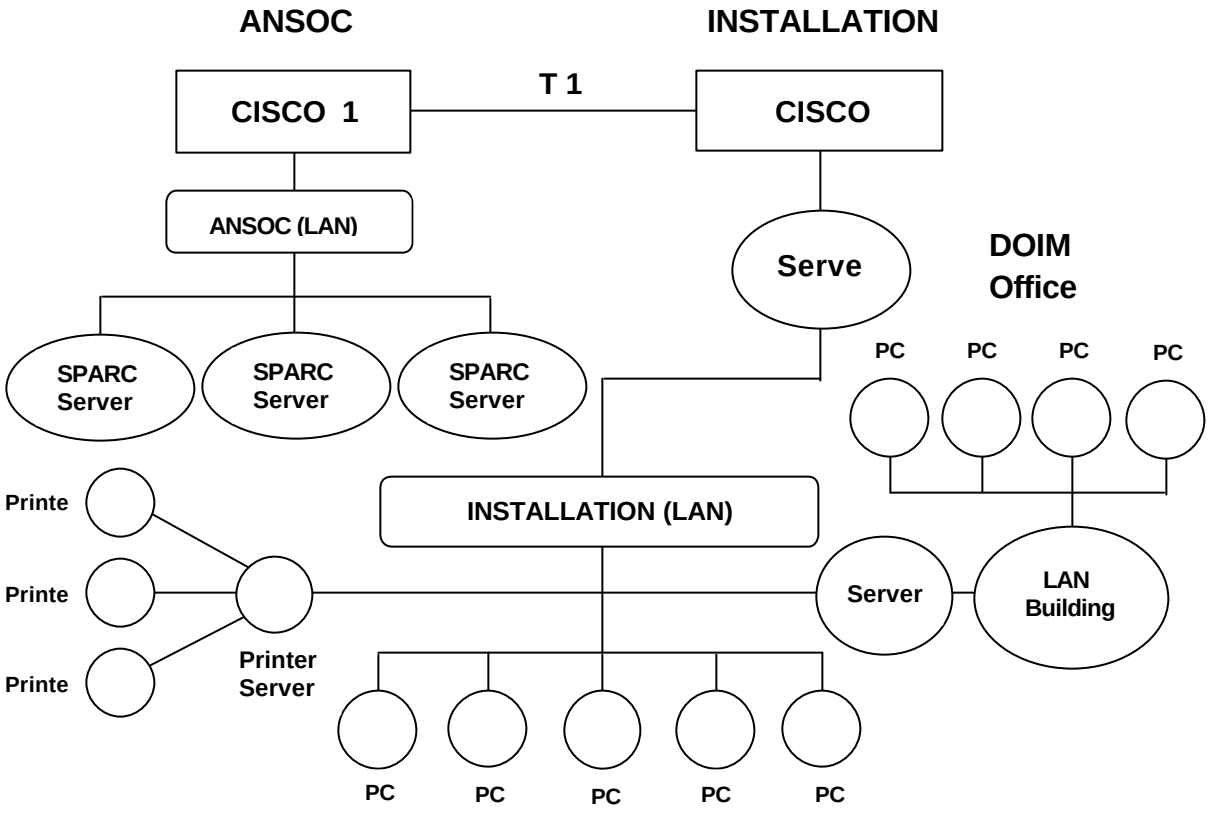


Figure 4.2-1. Communications Overview

The communications network involved within a typical system is shown in Figure 4.2-1.

4.3 SECURITY.

The ISM Security Support Plan (SSP), in accordance with AR 380-19, "Information Systems Security (ISS)", DOD 5200.28-STD and "DOD Trusted Computer System Evaluation Criteria" (TCSEC), categorizes the information processed by INPROC as unclassified sensitive-two (US-2). This means that INPROC processes unclassified information that must be protected primarily to ensure its availability or integrity. Passwords and access to information in the INPROC system, and reports

produced by it, must be protected against improper or accidental disclosure.

Each user is issued a unique login name and password. All access privileges and other authorization elements are associated with the login name. This information is maintained in a login profile for each user, which must not be printed or disclosed.

User identity and authorization to access the information and functions delineated in the login profile are authenticated by the password. User requests for use of an access privilege are automatically denied unless the FA has granted that specific access privilege to the user. Users can be granted access to all the information they are entitled to, (by virtue of formal access approval), and no more.

4.3.1 Physical Safeguards.

Section IV of AR 380-19 specifies physical security objectives and safeguards. At a minimum, equipment will be protected as follows:

a. Systems having unclassified files on non-removable media should be in a locked office or building during non-duty hours, or otherwise secured to prevent loss or damage.

b. Users will log off the computer whenever they leave the area.

4.3.2 Database Access.

Access to view or change INPROC data is restricted to users who have at least "connect" permission to the SADB and the ILIDB. Persons having DBA permission authority can grant any level of permission, such as "connect", "resource", or "DBA", to other users, so access to these user accounts must be strictly controlled.

4.3.3 Installation-Specific applications Menu.

You can configure the Installation-Specific Applications Menu to make any program available, at the discretion of the INPROC FA. You must exercise caution in choosing, what programs to make available via this menu and which users have access to it. There is a risk to the security of other systems on the same host as INPROC, depending on the specific programs installed.

4.3.4 Beginning INPROC Processing.

After successfully logging-in to INPROC via the ISM computer, you are ready to begin processing. Upon accessing INPROC, a 'start-up warning screen' will appear.

Figure 4.3-1. Federal Warning Screen

a. To continue, press <Enter>. Then, follow the instructions supplied in Section 5, Description of Runs.

b. To cancel and return to the **{Login:}** prompt, press <F6>. Then, follow the appropriate procedure for disconnecting from the ISM computer.

5 DESCRIPTION OF RUNS.

This section describes INPROC functional administration procedures. For software user procedures, including ad hoc query, refer to INPROC SUM. For installation procedures, refer to the INPROC SIP manual. The security profile for each INPROC user that is set by the INPROC administrator determines which functional areas and procedures a user has access to. This does not normally include administrative or initialization functions. The INPROC administrator has access to all functional areas and procedures.

5.1 RUN INVENTORY.

INPROC administrative procedures are listed below by item being acted up on. The menu path after each procedure indicates the INPROC menu path needed to perform the procedure. For information on how to perform procedures, refer to section 1.4.2, Procedural Conventions. For an overall view of all INPROC functions, refer to Figure 3.4-1, INPROC Hierarchy Diagram.

Procedure Title	Path(s)
Telephone Support	5,1
ECP/PR, Add/Change	5,3,1 and 6,1
ECP/PR View	5,3,2 and 6,2
ECP/PR Delete	5,3,3 and 6,3
ECP/PR Submit	5,3,4 and 6,4
ISM Data Sheet	5,4
INPROC User, Add/Change	7,1,1
INPROC User, Delete	7,1,2
Alternate Administrator, Add	7,1,3
Alternate Administrator, Delete	7,1,4
Grant Privilege to Change Work Centers	7,1,5
Grant Privilege to Add/Delete Work Centers	7,1,6
Grant Privilege to In-Process for Work Centers	7,1,7
INPROC Data Menu, Modify	7.2
Country Code, Add/Change	7,2,1
In-Processing Record Remarks, Add/Change	7,2,3
In-Processing Record Remarks, Delete	7,2,4
Menu Entries, Add/Change	7,3,1
Menu Entries, Delete	7,3,2
Printer, Application, Add/Change	7,4,1
Printer, Application, Delete	7,4,2
Purge Individual Records	7,5,1
Purge Roster Records	7,5,2
Receive Records	7,6
Select Elements to Show	7,7,1
Add/Change Element Comments	7,7,2
Status on Background Jobs	7,8

After entering the INPROC system, the "Master Menu" will appear. This is the menu from which you can access all other menus and screens.

Figure 5.1-1. Master Menu

The "Peacetime Menu" contains the majority of user procedures. For administration procedures, refer

to section 5.7, "INPROC Initialization/Administration Menu", and section 5.8, "Installation-Specific Applications Menu".

5.2 BACKUP AND RESTORE PROCEDURES.

Both the INPROC permanent files and database should be backed up as part of a daily (or more often) routine. This will help ensure continuity of operations if the system fails. A complete Backup of INPROC must be adequate to resume operations on the same or a similarly equipped machine within a few hours. Similarly equipped means that the operating system, utilities, and RDBMS are installed and that the machines share the same hardware instruction set. There is no Backup utility within INPROC. Section 7 shows a sample script to perform a Backup.

5.3 DIAGNOSTIC PROCEDURES.

INPROC does not have any diagnostic procedures.

5.4 ERROR MESSAGES.

INPROC is an interactive system. If you make an error in entering information into a field, an explanatory message appears. This message describes the error and provides corrective procedures. INPROC does not use numeric codes unless the error has occurred at the system level or in the operation of the RDBMS. In any case, whenever an error code appears, an explanatory message will also appear along with it.

5.5 CUSTOMER ASSISTANCE MENU.

This menu allows you to access the screens used for obtaining assistance by telephone, by message, for reporting a problem, and for obtaining INPROC ISM data. Selection of this menu from the "Master Menu" will display the following menu.

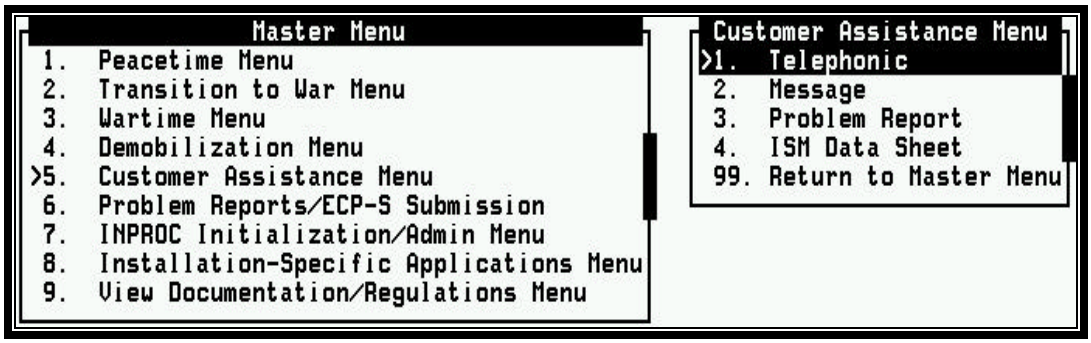


Figure 5.5-1. Customer Assistance Menu

5.5.1 Telephonic.

This option allows you to obtain assistance by calling the ISM Customer Assistance Office (CAO). You can contact this office 24 hours per day seven (7) days per week. When you select this option from the "Customer Assistance Menu", the following screen will appear:

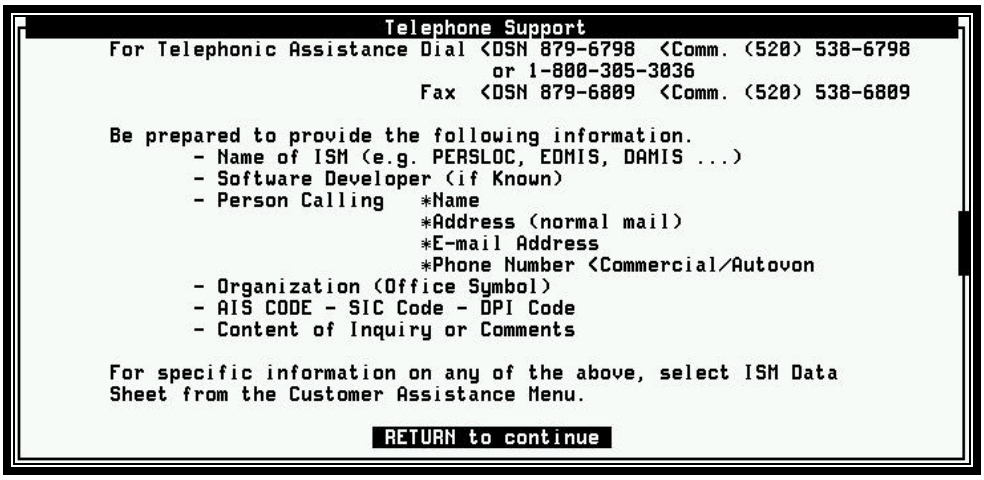


Figure 5.5-1. Telephonic

Please have the requested information available before the user places the phone call. The information required appears on the screen above. For a more specific information, select "ISM Data Sheet" menu option.

5.5.2 Message.

This option allows you to record conversations or notes. You can send messages created through this module to selected addresses in electronic or in hard copy form, depending on interfaces available to the installation. This menu item is reserved for future development.

5.5.3 Problem Report (PR).

Use this procedure to fill out an electronic version of DA Form 5005-R, ECP-S. After filling out the form, you can print it or send it via electronic mail. Once stored, you can recall, edit, reprint, or retransmit an ECP-S. To get the information you need to report a problem with CIF, select menu item #3 and press <Enter>. The following screen will appear.

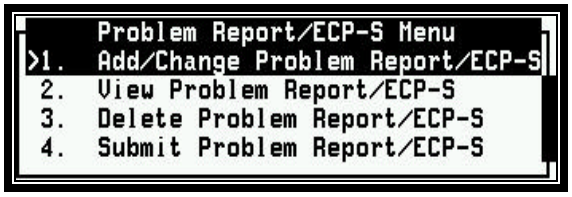


Figure 5.5-1. Problem Report

5.5.3.1 Add/Change ECP/PR.

Refer to Section 5.6.1 for more details.

5.5.3.2 View ECP/PR.

Refer to Section 5.6.2 for more details.

5.5.3.3 Delete ECP/PR.

Refer to Section 5.6.3 for more details.

5.5.3.4 Submit ECP/PR.

Refer to Section 5.6.4 for more details.

5.5.3.5 ISM Data Sheet.

Use this procedure to display a fact sheet of information about INPROC. The "ISM Data Sheet" screen allows you to obtain information on the INPROC ISM. To obtain INPROC ISM data, select this option from the "Customer Assistance Menu", and press <Enter>. The "ISM Data Sheet" will appear in two screens as shown.

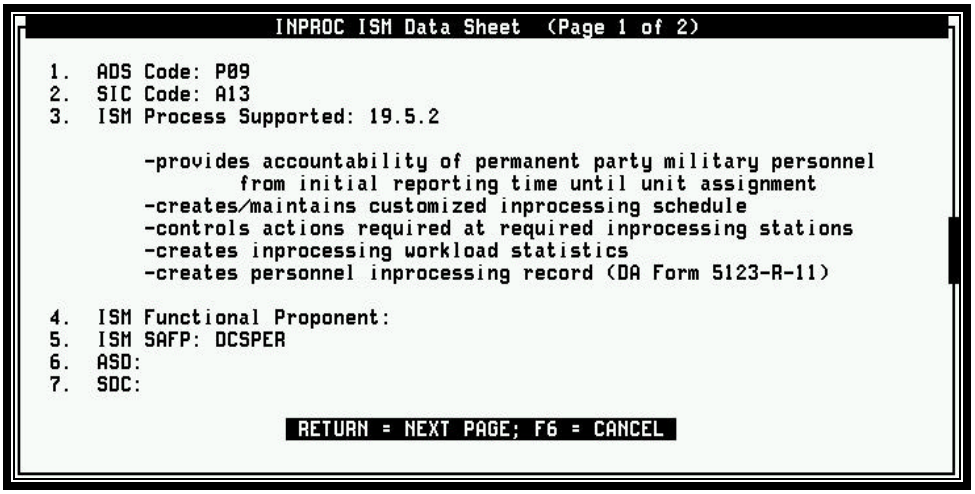
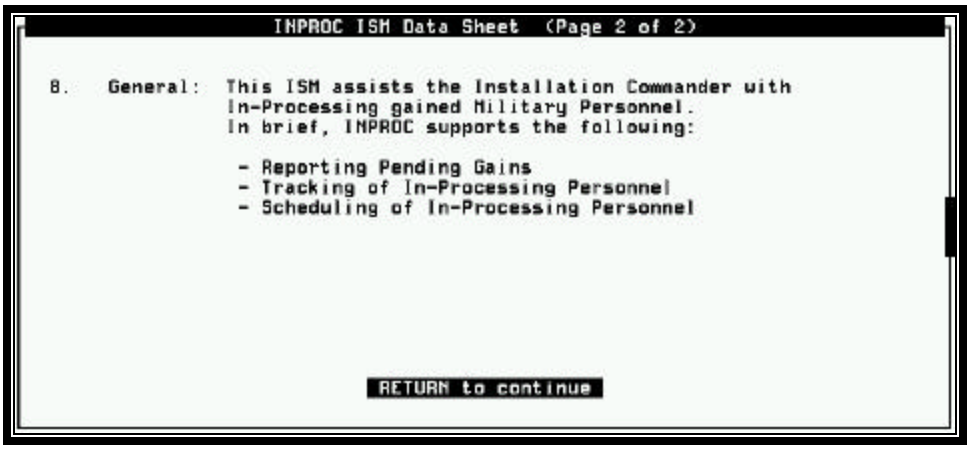


Figure 5.5-1. ISM Data Sheet

Press <F3> to view the next page or <Enter> to resume the application.



5.6 PROBLEM REPORTS/ECP-S SUBMISSION

Use this procedure to fill out an electronic version of DA Form 5005-R, ECP-S. After filling out the form, you can print it or send it via electronic mail. Once stored, you can recall, edit, reprint or retransmit an ECP-S. When you select this menu from the "Master Menu", the system displays the following forms for reporting the problem and generating a DA Form 5005-R (ECP-S). In this option you can add a new ECP or PR or change one that is currently on the system. If the ECP-S has already been submitted then you will not be able to change it. Selection of this option from the "Master Menu" will display the following forms for reporting the problem and generating a DA Form 5005-R (ECP-S).

Figure 5.6-1. Problem Reports/ECP-S Submission Menu

5.6.1 Add/Change ECP/PR.

Selection of this option from "Add/Change/Delete ECP/PR Menu" will present the following screen.

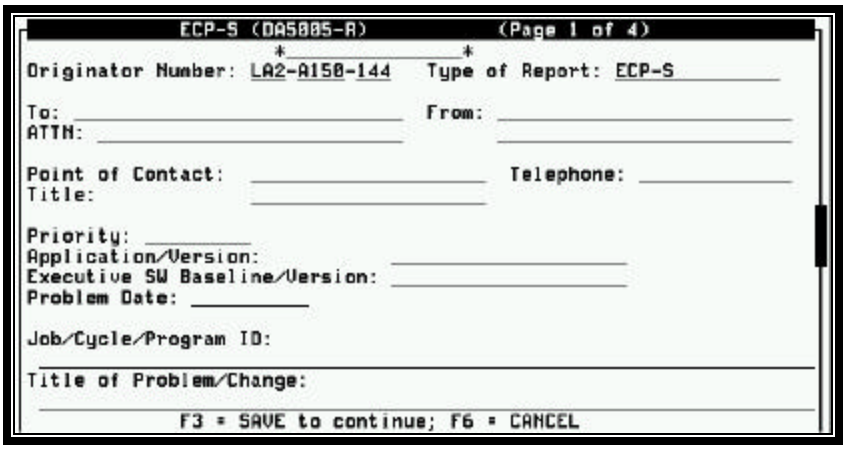


Figure 5.6-1. ECP-S - DA Form 5005-R (Page 1 of 4)

Use this form to enter the information to generate a DA Form 5005-R (ECP-S) for this ISM. You can then forward this printed form to the appropriate office for consideration.

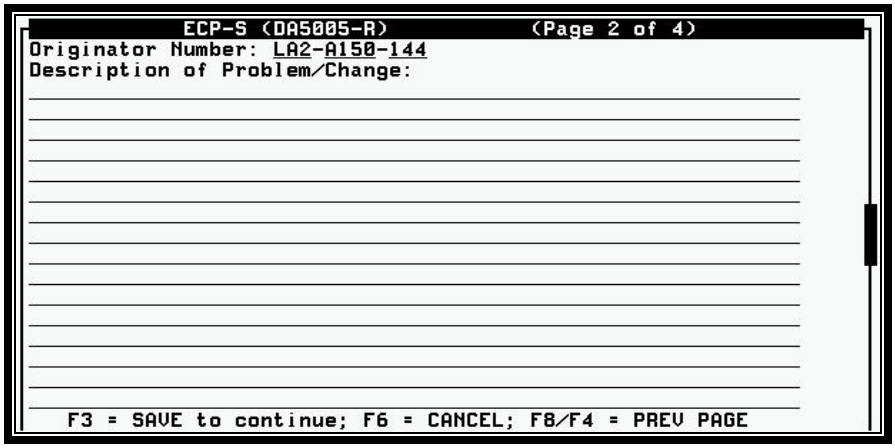
You assign an originator number, comprising of AIS and Data Processing Installation (DPI) codes and an ECP or PR sequence number for tracking and identification of reports. Pressing <F2> from the **Originator Number** field will display a list of reports previously generated that you can select to modify.

Field	Description
Originator Number:	Enter 11 position number constructed as follows: Positions 1-3: AIS code. Use this 'three position' code to identify the system. You can find this on the ISM data sheet from the "Customer Assistance" option on the "Master Menu". Positions 4-7: DPI code. Use this 'four position' code to identify the installation submitting the DA Form 5005-R. Contact DOIM ISM Administrator for this code. Positions 8-11: Sequence Number. Use this four position all numeric code with the other two codes to uniquely identify the problem or ECP being reported on this DA Form 5005-R.
Type of Report:	Enter the type of report or press <F2> for choices. Select either ECP-S or Problem Report. See your FA for instructions on what constitutes a PR or ECP-S.
From:	Enter the Unit Name, Installation Name, and name of person reporting. Enter "D" for Defense Switched Network (DSN). Commercial telephone numbers should include the area code. Example: "Fort Lewis, Ms. Sullivan, XXX- 357-6495".
To:	Enter the name of the organization where you want this ECP-S to be sent.
ATTN:	Enter the name of the person to whose attention you wish the form directed. Example: "Mr. Sam Wilson".
Point of Contact:	Enter the name of the Point of Contact (POC).
Telephone:	Enter the telephone number of the POC.

Title:	Enter the title of the POC.
Priority:	Enter the Priority of the report, or press <F2> for choices.
Application/Version:	Enter the name of the application and the version number. Example: "INPROC/9.00".
Executive SW Baseline/ Version:	Enter the user's Executive Software baseline. Example: P09-9.00.
Problem Date:	Enter the date the problem was detected in to the field in an accepted date format. You may enter "today" for the current date.
Job/Cycle/Program ID:	Enter the name or number of the problem job, cycle, and program. The number of characters available on both lines is 66.
Title of Problem/Change:	Enter a short description of the problem. Example: "Unit funds are incorrect". The number of characters available on both lines is 66.

Note: If you move the cursor back up to the Originator Number, you will lose all of the changes that you entered on this screen. This happens when the program attempts to find your new ECP-S item. To avoid this, do not press <Enter> on the last field of the form.

Once you enter the required data in this screen, press <F3> to continue to the second page of the report or press <F6> to cancel. Pressing <F3> will display the following screen.

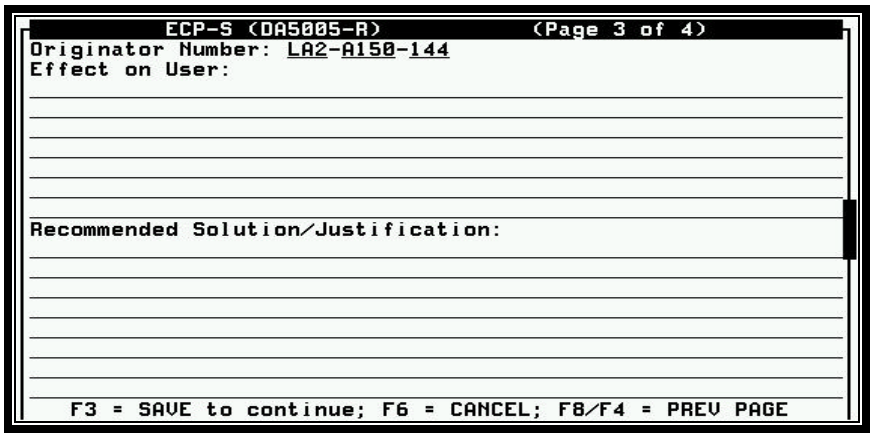


ECP-S - DA Form 5005-R (Page 2 of 4)

This is page two of the data entry screens for entering the information to generate a DA Form 5005-R (ECP-S) for this ISM.

Field	Description
Originator Number:	This field gets populated automatically with the originator number entered on the first page of the form.
Description of Problem/ Change:	Enter a brief narrative describing the problem in sufficient detail to permit ready identification and evaluation. Include a list of supporting documentation available for research by SD. Example: "Balance for Unit Fund was correct. However, most financial statements for unit fund after year end are incorrect". The number of characters available is 960.

Once you enter the required data on the previous screen, press <F3> to continue to the third page of the report or press <F6> to cancel. Pressing <F3> will display the following screen.

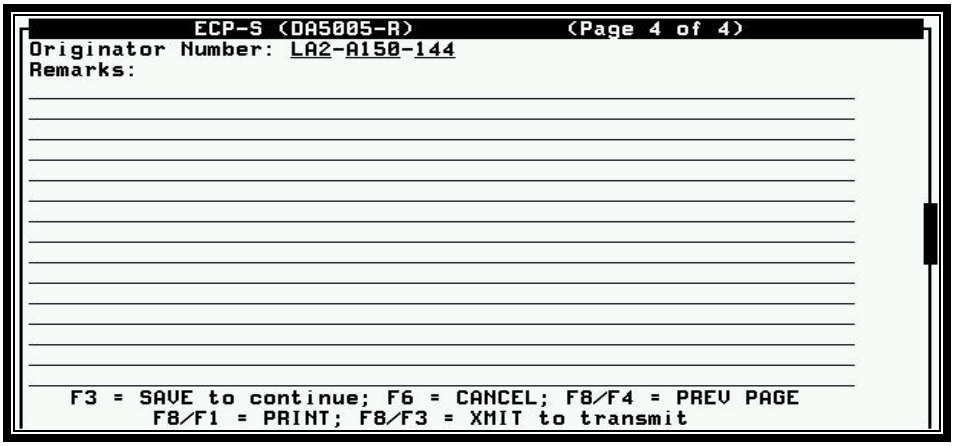


ECP-S - DA Form 5005-R (Page 3 of 4)

This is page three of the data entry screens for entering the information to generate a DA Form 5005-R (ECP-S) for this ISM.

Field	Description
Originator Number:	This field is populated automatically with the originator number entered on the first page of the form.
Effect on User:	Enter a description of the problem impact on the user. Example: "Incorrect reports causing excessive expenditures of resources and lost time". The number of characters available is 420.
Recommended Solution/ Justification:	Enter a brief description of the recommended solution for problem and its justification. The number of characters available is 480.

After you complete entering information on the prior screen, press <F3> to continue to the fourth screen of the report or press <F6> to cancel. To return to previous page, press <F8/F4>. Pressing <F3> will display the following screen.



ECP-S - DA Form 5005-R (Page 4 of 4)

Field	Description
Originator Number:	This field is populated automatically with the originator number entered on the first page of the form.
Remarks:	Enter relevant remarks concerning the problem and its solution. The number of characters available is 900.

Processing options from Screen 4 are as follows:

SAVE:	When you complete the problem report, press <F3> to save it.

CANCEL: If you decide to cancel the problem report, press <F6>.

PREV PAGE: To return to the previous page, press <F8/F4>.

TRANSMIT: If you are ready to transmit the report, press <F8/F3>. This will present the following warning screen before transmitting.

Press <Enter> to submit or <F6> to cancel the transmission request.

PRINT: To produce a printed copy of the report, press <F8/F1>.

5.6.1.1 Control Inputs.

To fill out an ECP-S, you require the originator number (a unique ECP-S identifier used to track and recall an ECP-S) and problem report date. The originator number, which is supplied to the user when filling out the ECP-S form, is composed of:

- An AIS code
- An unique site identifier
- A site sequence number

Environment variables, which are set and exported in the ".strtusrISM" command file in the INPROC runtime directory, control the following parameters:

- Site sequence number that is generated and incremented automatically.
- AISCODE, the identifying code assigned to INPROC AIS
- DPI Code, a unique four-digit site identifier that is preset in INPROC at installation time
- ECPDIR, indicates the path where the ECP-S input and output files are stored
- ECPDB is the ISM identifier (INPROC).

The environment variables allow this procedure to be used with various ISM applications at different sites without changing the procedure itself.

5.6.1.2 Management Information.

Use the ECP-S Originator Number for tracking and later recall of the ECP-S from the STARS. The system keeps the sequence number portion of this number [as an American Standard Code for Information Interchange (ASCII) string] in a file in the ECPDIR directory that has the suffix ".count". The filename is the concatenation of the ISM AIS Code and the local DPI code. The INPROC screen banner includes the software version number requested on DA Form 5005-R.

5.6.1.3 Input/Output Files.

Data entered into each of the four screens for the electronic DA Form 5005-R are stored in ASCII text files named after the Originator Number with a screen sequence number (1, 2, 3, or 4) appended. A directory named by the ECPDIR variable keeps these files.

5.6.1.4 Output Reports.

If a LaserPro Express printer is available and has been configured for use as a laser printer with INPROC (refer to Procedure 7,4,1) the print option will print a facsimile of the DA Form 5005-R, with the information entered. Otherwise, it will print an approximation to the DA Form 5005-R using ASCII

characters. If you choose the electronic mail transmission option, the ASCII version is included as the text of a message with "DA Form 5005-R (ECP-S)" and the current date as the subject. The message can be directed to any addressee accessible from the INPROC host. The size of the output is about two pages.

5.6.1.5 Reproduced Output Reports.

You should keep copies or originals of ECP-S(s) in an ECP-S notebook until processed. Local procedure may dictate how many copies should be made for distribution and tracking.

5.6.1.6 Restart/Recovery Procedures.

There are no special restart or recovery procedures in case of a system failure. The system stores ECP-S data in permanent files as it processes and saves each screen.

5.6.2 View ECP/PR.

This option allows you to view an ECP or PR currently existing on the system. Selecting this option from the "Problem Report/ECP-S Menu" shows the following screen.

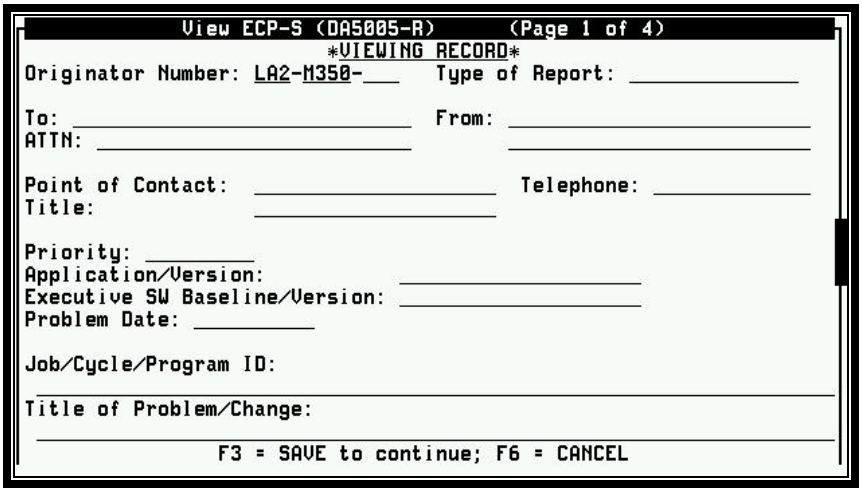
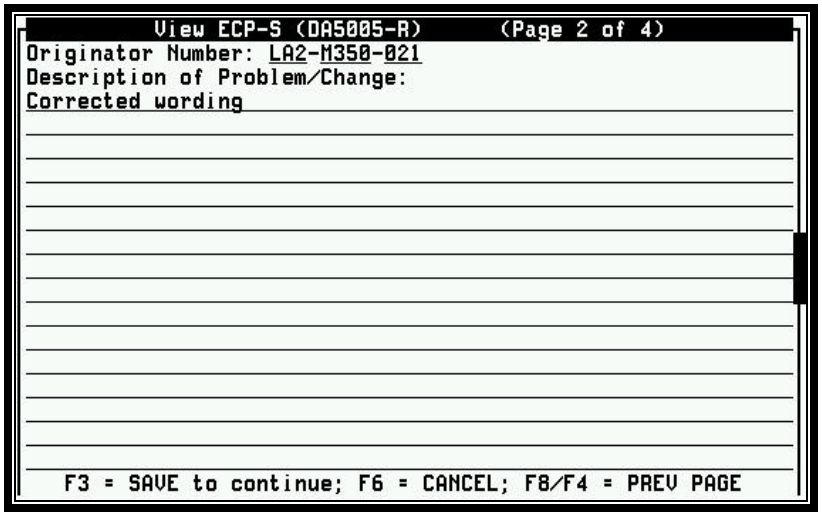


Figure 5.6-1. View - ECP-S - DA Form 5005-R (Page 1 of 4)

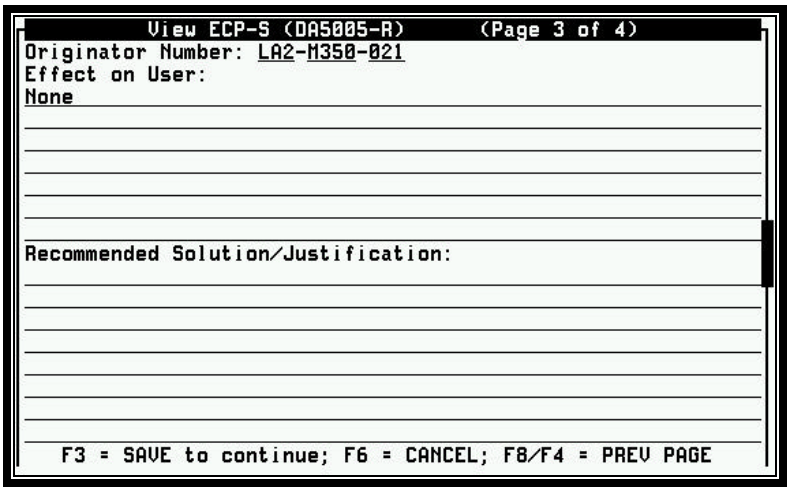
Enter three characters to complete the Originator Number field for the ECP or PR you wish to view. You can press <F2> to view a list of the currently existing ECPs and PRs.

Press <F3> to view the next page or <F6> to cancel.



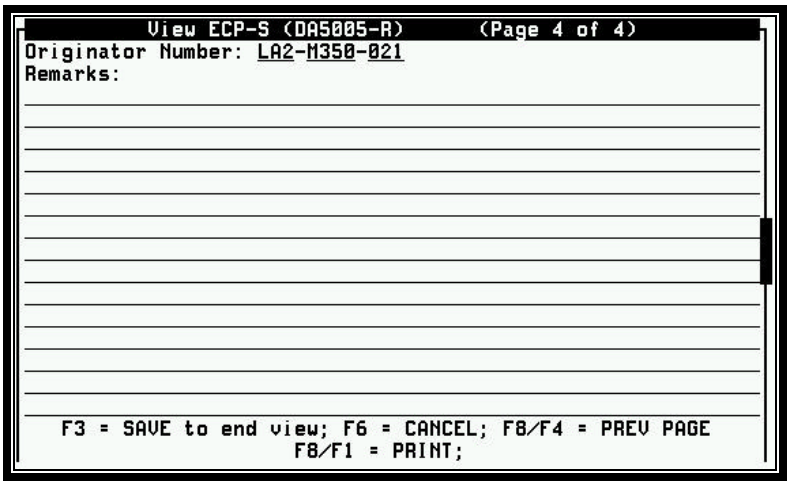
ECP-S - DA Form 5005-R (Page 2 of 4)

Press <F3> to view the next page or <F6> to cancel.



ECP-S - DA Form 5005-R (Page 3 of 4)

Press <F3> to view the next page or <F6> to cancel.



ECP-S - DA Form 5005-R (Page 4 of 4)

The bottom of the screen shows several options from which to select.

Pressing <F3> returns you to the "Problem Report/ECP-S Menu".

5.6.3 Delete ECP/PR.

This option will allow you to delete an ECP or PR that is currently on the system. Selection of this option from "Add/Change/Delete ECP/PR Menu" will present the following screen.

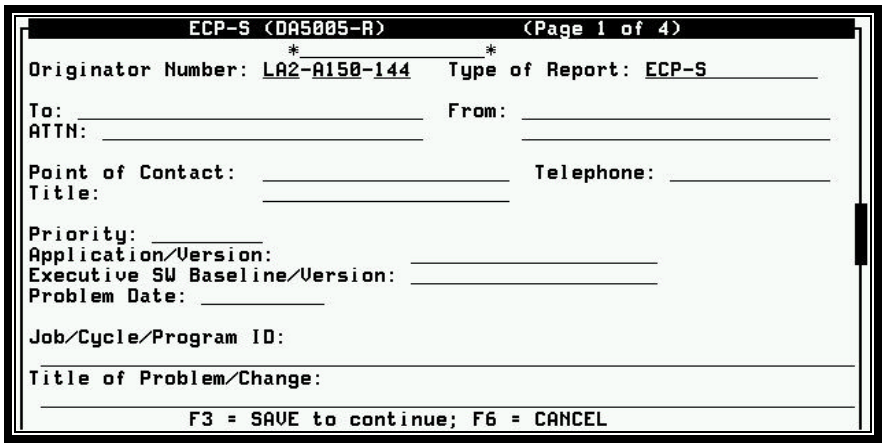
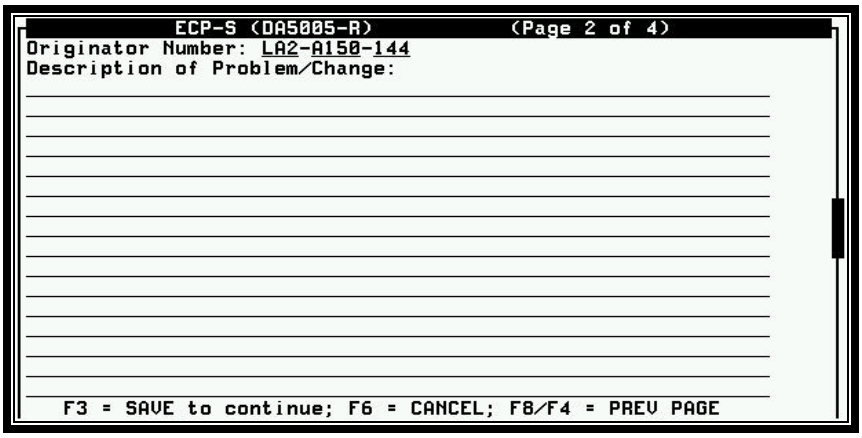


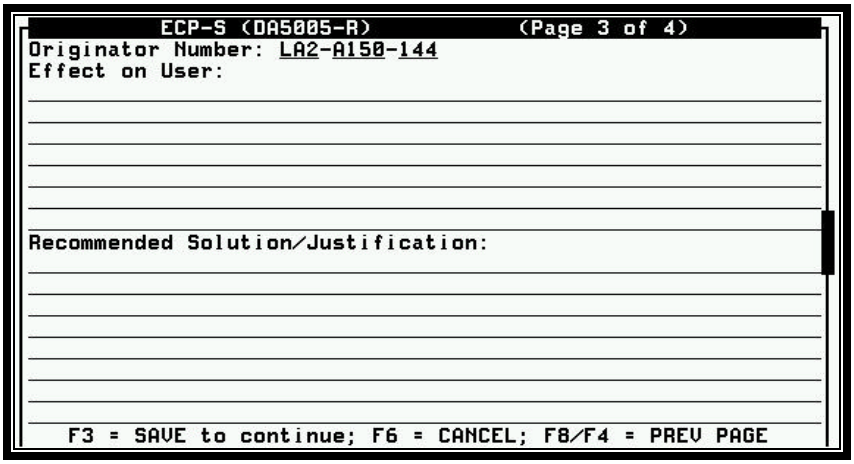
Figure 5.6-1. Delete - ECP-S - DA Form 5005-R (Page 1 of 4)

Press <F3> to view the next page or <F6> to cancel.



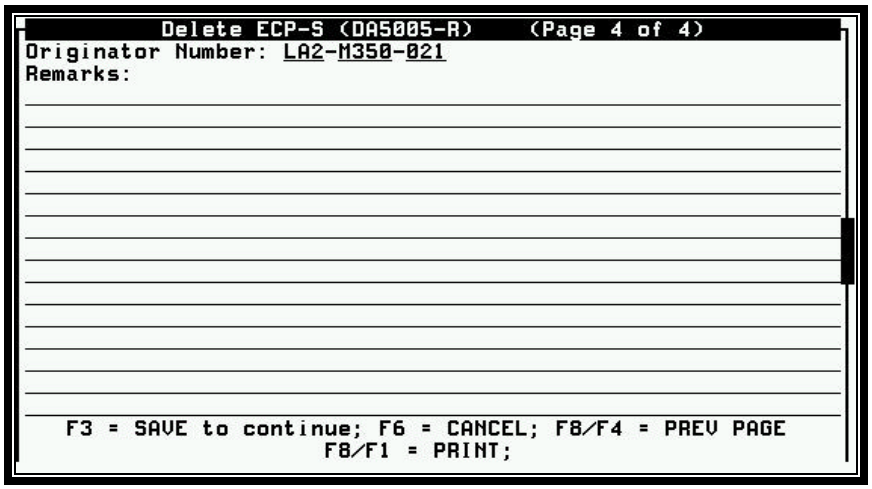
ECP-S - DA Form 5005-R (Page 2 of 4)

Press <F3> to view the next page or <F6> to cancel.



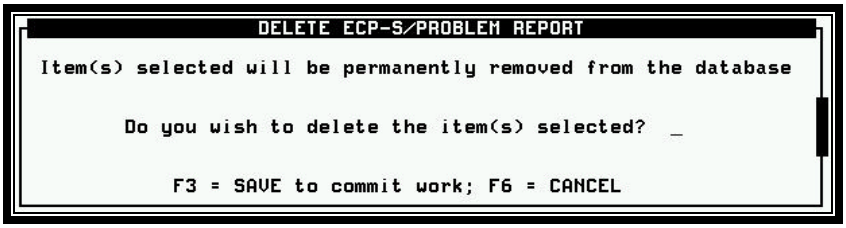
ECP-S - DA Form 5005-R (Page 3 of 4)

Press <F3> to view the next page or <F6> to cancel.



ECP-S - DA Form 5005-R (Page 4 of 4)

Pressing <F3> will take you to the delete confirmation screen as shown.



Enter <Y> for Yes or <N> for No and press <F3> to commit work. Pressing <F6> will cancel the delete request.

5.6.4 Submit ECP/PR.

This option will allow you to submit an ECP-S to the Status Tracking and Reporting System (STARS) that has already been created through the Add/Change ECP/PR procedure. Selection of this option from "Add/Change/Delete ECP/PR Menu" will present the following screen.

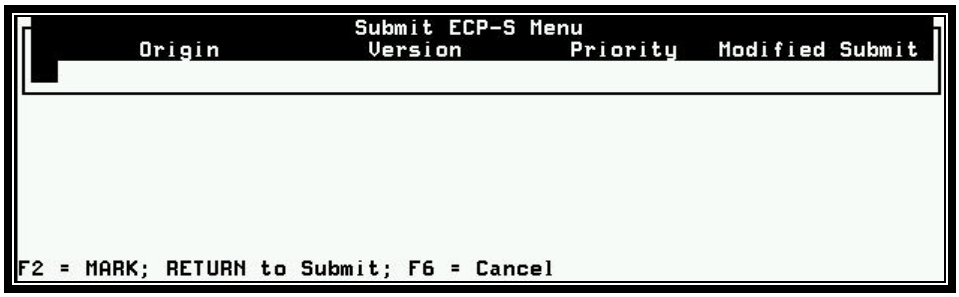


Figure 5.6-1. Submit ECP/PR

This menu contains all of the ECP-S currently on the system. If the DA Form 5005-R has already been submitted then an 'Y' will appear in the far right column. You cannot re-submit a DA Form 5005-R. To submit a DA Form 5005-R that has not yet been submitted, highlight the ECP-S and mark it by pressing <F2>. Press <Enter> to submit or <F6> to cancel the request. Once you submit a DA Form 5005-R, it will remain on the system for one week before you can delete it off the system. If you have marked an ECP-S that has already been submitted and pressed <Enter>, then the system will display the following error message.

Press <Enter> to continue.

5.7 INPROC INITIALIZATION/ADMINISTRATION MENU.

This menu gives the FA access to functions used to initialize (set-up) the application and to perform the system administration functions described in the following paragraphs. Refer to the INPROC SIP if you are setting-up INPROC at your installation for the first time. Selection of Option #7 from the "Master Menu" provides system administration functions for use during implementation and, as necessary, to accommodate changes and corrections to INPROC for an installation. Authorization to the subroutines described in this section may be limited. If you need to perform the following functions and cannot access the functions described in this section, contact your FA. Selection of this menu from the "Master Menu" will display the following screen.

Figure 5.7-1. INPROC Initialization/Administration Menu

Highlight your selection and press <Enter>.

5.7.1 Security Administration Menu

The FA must set up INPROC user accounts with USERID and passwords. For each account, the FA can define security and access privileges. Access to these functions is restricted. The FA can add users, change user access privileges, delete users, and add alternate administrators.

Only INPROC users that are authorized can access the "Security Administration Menu". Alternate administrators can set-up to perform INPROC FA administration functions. To grant a user access to the INPROC database and the ILIDB, DBA access is required to both of these databases. To add a user to INPROC, the FA must know the valid UNIX system login name.

Initially, each user must be added by the ANSOC as a UNIX system user BEFORE being added by the FA as an INPROC user. To do this, the FA submits a list of prospective users to the system administrator at the ANSOC, which creates UNIX user accounts and assigns the login names and passwords. Selection of this menu from the "INPROC Initialization/Administration Menu" will present the following screen.

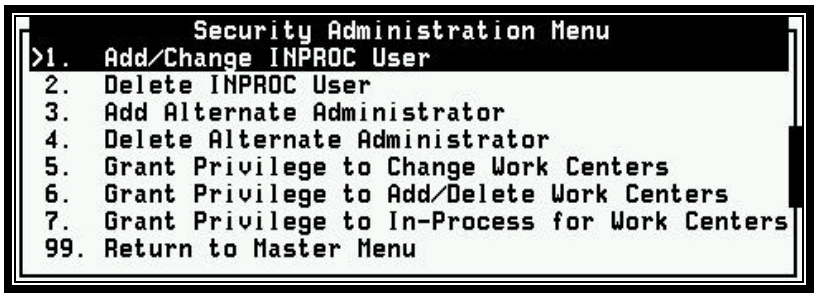


Figure 5.7-1. Security Administration Menu

5.7.1.1 Add/Change INPROC User

This option allows access privileges for users on the ISM database. A user should automatically have

resource permissions to the ISM database. Aside from database privileges, to give a user the ability to add other users to the ISM, the user must be given manual permission and read/write permissions to the ISM directory. Select this function to add a new user to INPROC and to grant or change user access to functions.

a. Adding a user to INPROC affects input/output as follows:

(1) Each login profile file (".profile") is modified to add the following lines:

exec .setupISM

exit

The result is that the user immediately runs INPROC upon logging in, and is logged-out immediately upon exiting INPROC. Refer to the file ".setupISM" for more information.

(2) Each user is granted "connect" access permission to the INPROC database and ILIDB. The Oracle SQL Reference Manual contains details.

(3) A record is added to the INPROC security table for each functional area that the user is granted access to. These records identify the user and they are examined at run time to grant or deny permission to the functional areas listed below. All the security records for a user are called the user's "security profile".

b. Changing INPROC user access modifies the security profile. This means that records are added or deleted, as appropriate, from the security table.

To Add A User or Change Access Information-

STEP 1. Use Procedure 7,1,1 to display the add/change screen.

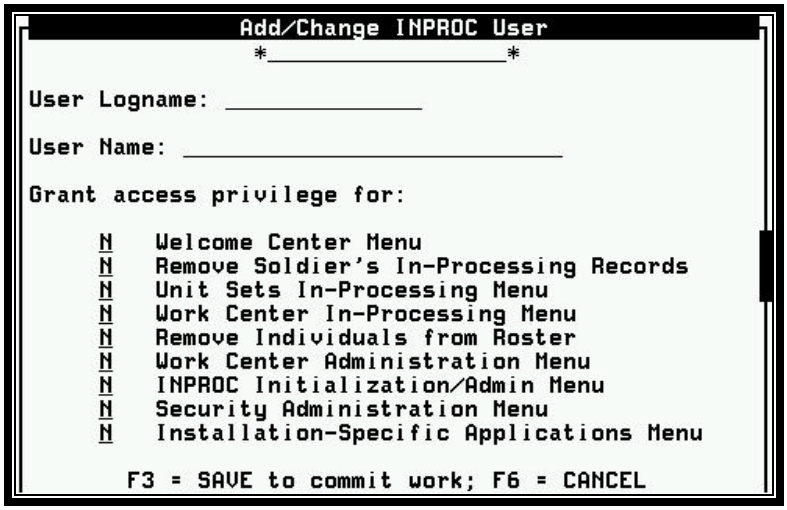


Figure 5.7-1. Add/Change INPROC User

STEP 2. Enter the log-in name (obtained from the ANSOC) and press <Enter>. If you entered a log-in name that does not correspond to a valid UNIX system user, an "ERROR - No Such USER!" message will appear.

STEP 3. Enter <Y> next to the privileges you want to grant, and <N> next to the privileges you want to deny. (For all new users, the privileges have the default of "N".)

STEP 4. Press <F3> to save the new user or changes and return to the previous screen.

5.7.1.2 Delete INPROC User.

This option allows you to delete users from the application. To change information about a user, highlight the "Add/Change INPROC User" option and press <Enter>. Select this function to delete a valid user from INPROC. Deleting a user from INPROC affects input/output as follows:

a. The user's login file (".profile") is modified so that the following command is removed:

exec .setupISM
exit

The result is that upon logging in, the user is immediately logged out.

b. Access permissions to the INPROC database and ILIDB are revoked.

c. Appropriate security profile records are removed from the INPROC database.

TO DELETE A USER--

STEP 1. Use Procedure 7,1,2 to display the delete screen.

Figure 5.7-1. Delete INPROC User

STEP 2. Enter the user log name and press <F3> to delete. The system will display the following 'delete confirmation' screen.

Enter <Y> and press <Enter> to delete the record or <N> and press <Enter> to cancel the delete request. Pressing <F6> will also abort the delete request and take you back to "Security Administration Menu". If you have entered a user log name that does not correspond to a valid UNIX system user, the system will display an error message. Otherwise, the system will delete the user identified. If you attempt to delete someone who is not a user or the ISM administrator, then the system will display an error message screen.

Once you delete a user Log name, then you will not be able to retrieve his name. However, you can add back this user into the database with "Add/Change INPROC User". Once you remove a user, then you must treat this user as a new user in order to regain access to the application.

5.7.1.3 Add Alternate Administrator

Select this option from the "Security Administration Menu" to designate users who will have administrator privileges equivalent to the "inproc" login. The system shows the following screen.

Figure 5.7-1. Add Alternate Administrator

This screen requests the logname of the user to whom you want to grant administration privileges. Enter a valid user name and Press <F3> when done.

5.7.1.4 Delete Alternate Administrator

Select this option from the "Security Administration Menu" to delete the alternate ISM administrator. The system will display the following screen.

Figure 5.7-1. Delete Alternate Administrator

This screen requests the logname of the administrator that you want to delete. Enter a valid user name and press <F3> to continue. The system will ask for confirmation before deletion. Enter <Y> if you want delete or <N> if you do not want to delete and press <Enter>. Pressing <F6> will cancel the delete request.

5.7.1.5 Grant Privilege to Change Work Centers

Using this option, you can give a user the ability to change the definition of a work center through the "Work Center Administration Menu". To grant access, select this option from the "Security Administration Menu". The system shows the following screen.

Figure 5.7-1. Grant Privilege to Change Work Centers

This screen allows you to grant privileges to individual users who will allow them to change work centers.

Enter the user's logname at the prompt. The system will display the user's name. After verifying the user's name, press <F3> to continue or press <F6> to cancel. Pressing <F3> will display the "Work Center Access Menu" which gives a list of work centers. Press <F2> to mark each work center to which the user should have "change" privileges. A > character is displayed next to each work center that you have marked. To remove an accidental mark, highlight that mark and press <F2> again to remove the > symbol. When you finish marking work centers, press <Enter>.

To mark all of the work centers, press <F8> twice then press <F1>. Also, while in the "Work Center Access Menu", you can take advantage of the full marking capabilities that INPROC provides by pressing <F8> twice. After pressing <F8> twice, you will see several marking options highlighted in the function key squares at the bottom of the screen such as MARK ALL, SWAP, INTERVAL, MARK

UP etc..

After the change is made to the database, the Grant Privilege to "Change Work Centers Menu" re-displays for you to assign privileges to another user. Press <F6> to exit this module.

5.7.1.6 Grant Privilege to Add/Delete Work Centers

To give a user the ability to create or remove work center definitions from the system, choose this option from the "Security Administration Menu". The system will present the following screen.

Figure 5.7-1. Grant Privilege to Add/Delete Work Centers

This screen allows you to grant privileges to individual users and in turn will allow them to add or delete work centers. Enter the user's logname. The system displays the user's name for verification purposes. At the 'Add/Delete Permission' prompt, enter <Y> (yes) to grant access or <N> (no) to take away access privileges previously assigned. Press <F3> to commit work or <F6> to cancel.

After the change is saved to the database, the "Grant Privilege to Add/Delete Work Centers screen" re-displays for you to assign privileges to another user. Press <F6> to exit this module.

5.7.1.7 Grant Privilege to In-Process for Work Centers

This module gives you the ability to access the "Work Center In-Processing Menu". To grant privilege to in-process for work centers, select from the "Security Administration Menu". The system will present the following screen.

Figure 5.7-1. Grant Privilege to In-Process for Work Centers

Functions provided to the user through this screen include accessing a work center's appointment schedule and verifying a soldier's completion status of In-Processing requirements for a work center. Enter the user's logname. The system displays the user's name. After verifying the user's name, press <F3> to commit work or press <F6> to cancel.

Next, the "Work Center Access Menu" displays a list of work centers. Press <F2> to mark each work center to which the user should have In-Processing verification privileges. A > symbol is displayed next to each work center that you have marked. To remove an accidental mark, highlight the marked work center and press <F2> again to remove the > symbol. Also, while in the "Work Center Access Menu", you can take advantage of the full marking capabilities that INPROC provides by pressing <F8> twice. After pressing <F8> twice, you will see several marking options highlighted in the function key squares at the bottom of the screen such as MARK ALL, SWAP, INTERVAL, MARK UP etc. When you finish marking the work centers, press <Enter>. After the change has been made to the database, the "Grant Privilege to In-Process for Work Centers" menu re-displays for you to assign privileges to another user. Press <F6> to exit this module.

5.7.2 Modify INPROC Data Menu

Selecting this menu from the "INPROC Initialization/Administration Menu" shows the following screen.

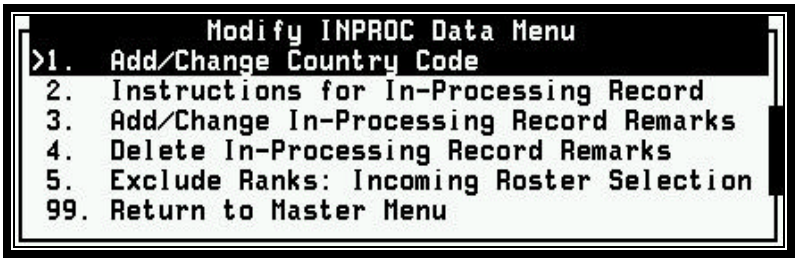


Figure 5.7-1. Modify INPROC Data Menu

Highlight your selection and press <Enter>.

5.7.2.1 Add/Change Country Code

This option allows you to add or change codes associated with countries. When DOD announces a new country in the world community, you can use this module to add or change these countries and their attached codes to the list of available country codes used elsewhere in the application. Abbreviation codes representing countries appear on the <F2> list, for the "Country" field on various menus throughout the INPROC application. To add or change a country code, select option #1 from the "Modify INPROC Data Menu". The system will present the following screen.

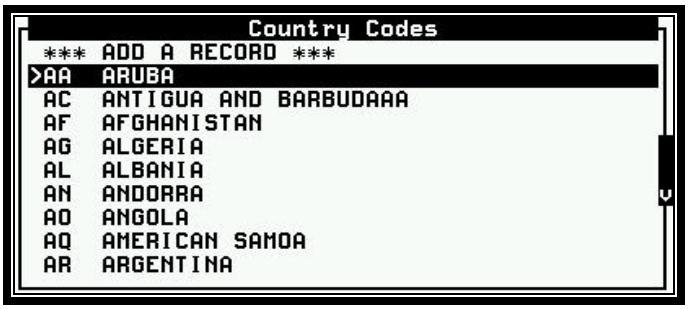
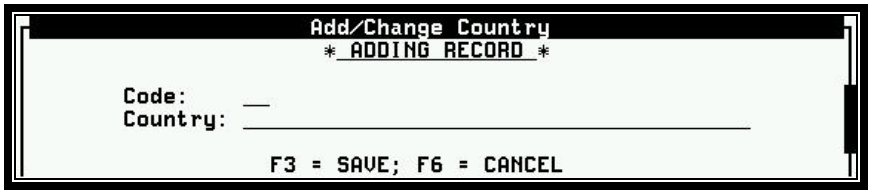


Figure 5.7-1. Add/Change Country Code

Highlight an existing record to change, or highlight the "ADD A RECORD" function to add a new record to the list, then press <Enter>. The following screen will appear.



For adding a new record, enter the code and name of the country at the respective prompts. For an existing record, you can change the country only, not the corresponding code. Press <F3> to save your changes or press <F6> to cancel. After pressing <F3>, the countries' list re-displays and reflects the changes you made. Continue to add/change the countries' list or press <F6> to exit this module.

5.7.2.2 Instructions for In-Processing Record

This function permits each installation to add instructions based on local requirements at the top part of the Personnel In-Processing Record (PIR), DA Form 5123-1-E. An installation can customize instructions that appear at the top of the PIR produced through menu selections 2,4,3. Up to four lines of instructions can be entered through this module. To create instructions, select this option from the "Modify INPROC Data Menu". The system will present the following screen.

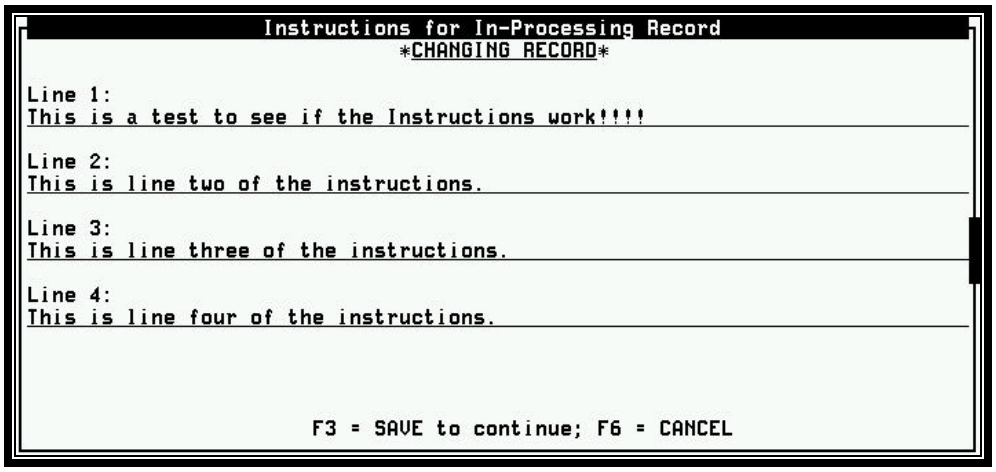


Figure 5.7-1. Instructions for In-Processing Record

Type each line of free-form text, and press <Enter> to advance to the next line. If you don't press <Enter> at the end of a line, the cursor will automatically advance to the next line, but your words will not "wrap" automatically. In other words, half of a word could be at the end of line 1 and the remainder could appear on the beginning of line 2 if you do not press <Enter> at the end of a line.

To completely replace a line of instructions, use your arrow keys to move the cursor to the beginning of the line and start typing your new instructions. You must be in type-over mode. The old instructions are deleted automatically.

To edit a particular word only, use your arrow keys to position the cursor to the word, then start typing. To be in a replace mode (replaces text as you type over it), press <Esc>. To toggle back to insert mode (inserts text without replacing it), press <Esc> again. The Delete and Backspace keys are active and may be used to remove previously typed text.

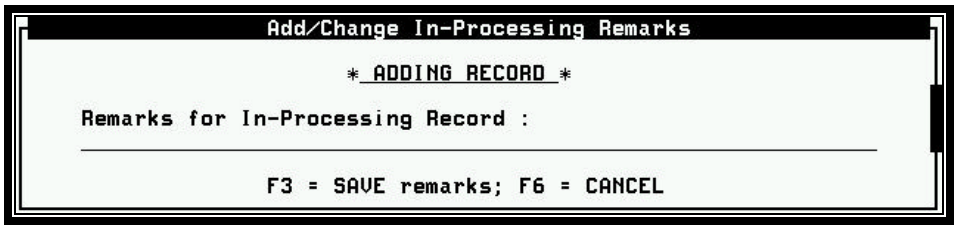
Press <Enter> to advance through the lines of instructions. When you finish entering instructions, press <F3> to save your changes or press <F6> to cancel.

5.7.2.3 Add/Change In-Processing Record Remarks

You can select remarks created through this module to print at the bottom of the PIR DA Form 5123-1-E (produced through menu selections 1,2,1,7). To create remarks for the PIR, select option #3 from the "Modify INPROC Data Menu". The system will present the following screen.

Figure 5.7-1. Add/Change In-Processing Record Remarks

Highlight the remark you want to change, or highlight the "ADD" option, then press <Enter>. The following screen will appear.



If you have selected the "ADD A REMARK" option, you will see the above screen where you would be

able to enter a new one-line remark. Enter the remark and press <F3> to save it.

If you have selected an existing remark to change, then the "Add/Change In-Processing Remarks" screen displays the remark you have selected. Compose a new remark or change the one displayed, then press <F3> to save your changes. To completely replace a remark, start typing your new remark at the beginning of the line. The old remark is deleted as you type over it. To edit particular words only, use the arrow keys to move the cursor to the word(s), then start typing.

To be in replace mode, (replaces text as you type over it), press <Esc>. To toggle back to insert mode (inserts texts without replacing it), press <Esc> again. The Delete and Backspace keys are active and may be used to remove previously typed text. When you have completed, press <F3> to save or <F6> to cancel.

After pressing <F3>, the browse menu re-displays reflecting the changes you made. Press <F6> to exit this module when you have finished editing and saving remarks.

5.7.2.4 Delete In-Processing Record Remarks

To delete remarks composed through menu selections 7,2,3, select Option #4 from the "Modify INPROC Data Menu". The system will present the following screen.

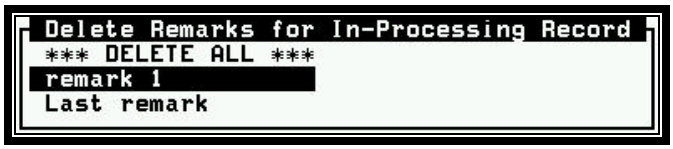


Figure 5.7-1. Delete In-Processing Record Remarks

Press <F2> to mark the remark(s) you want to delete. If you want to delete all remarks, press <F8> twice and then press <F1>. A > character is displayed next to each remark to signify its potential deletion. To remove an accidental mark, use the arrow keys and press <F2> at each marked remark to remove the > symbol.

Also, after pressing <F8> twice you will see several marking options highlighted in the function key squares at the bottom of the screen such as MARK ALL, SWAP, INTERVAL, MARK UP etc.

When you have finished marking individual remarks for deletion, press <Enter>. The system will display the following 'delete confirmation' screen.

Enter <Y> if you want delete or <N> if you do not want to delete and press <Enter>. Pressing <F6> will also cancel the delete request. The browse menu re-displays, reflecting the changes you made. Press <F6> to exit this module.

5.7.2.5 Exclude Ranks: Incoming Roster Selection

To exclude certain ranks from in-processing requirements select Option #5 from the "Modify INPROC Data Menu" and press <Enter> to display the following screen.

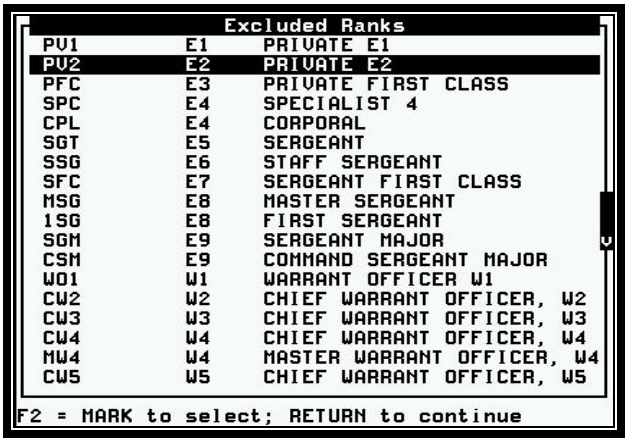


Figure 5.7-1. Exclude Ranks

Soldiers' part of the excluded ranks will still be included on the various reports produced throughout the INPROC application. Highlight the ranks, that you want to be excluded from in-processing requirements, and press <F2> at each one. Also while you are in this screen, you can take advantage of the full marking capabilities that INPROC provides by pressing <F8> twice. After pressing <F8> twice, you will see several marking options highlighted in the function key squares at the bottom of the screen such as MARK ALL, SWAP, INTERVAL, MARK UP etc. Once you appropriately mark ranks for exclusion, press <Enter>. If you want to cancel your selections, press <F6>.

5.7.3 Setup Installation-Specific Menu

This menu allows the FA to add or delete items on the Installation-Specific Applications Menu, which contains entry points for various programs that are found at that particular location. Select this menu from the "INPROC Initialization/Administration Menu" to display the following screen.

Figure 5.7-1. Setup Installation-Specific Applications Menu

5.7.3.1 Add/Change menu Entries

Use this procedure to add or modify entries on the Installation-Specific Applications Menu. The entries on this menu are stored in a table in the "inprc" database and each entry consists of two parts:

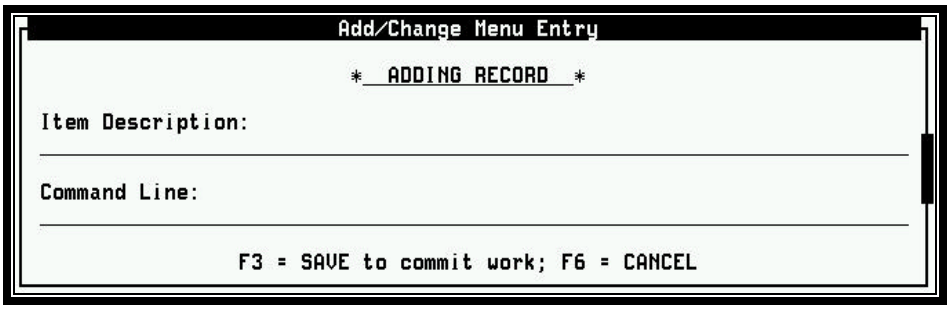
a. Descriptive text, consisting of up to 60 alphanumeric characters, that is displayed on the Installation Specific Menu.

b. A UNIX shell command, consisting of up to 60 alphanumeric characters, is executed when the corresponding item is selected. This lets the FA add a new menu item or change an existing one.

When you select "Add/Change Menu Entries" the following menu will appear.

Figure 5.7-1. Add/Change Menu Entries

When you select "ADD RECORD" the following screen appears.



The screen will prompt you for the following information.

Field	Description
Item Description:	Enter a description that will be displayed in the "Installation- Specific Application Menu".
Command Line:	Enter a full command line that will be run by UNIX.

Press <F3> to add entry in the form or <F6> to cancel the entry and to return to the previous screen.

5.7.3.2 Delete Menu Entries

This option allows the INPROC administrator to delete links to other applications on the UNIX system. When you select "Delete Menu Entries" the following screen appears.

Figure 5.7-1. Delete Menu Entries

To delete a menu item, select that item. The system will prompt for confirmation before the deletion occurs with the screen shown below.

Enter <Y> if you want to delete or <N> if you do not want to delete and press <F3> to delete the item or <F6> to cancel the operation.

5.7.4 Peripheral Administration Menu

This menu allows the FA to add, change, or delete printers and other peripherals on the INPROC system. In order to add a printer you will need to know how the printer was described to the operating system. The UNIX description will be available from the SA. When you select "Peripheral Administration Menu," the following screen appears.

Figure 5.7-1. Peripheral Administration Menu

5.7.4.1 Add/Change Application Printers

Use this procedure to add or change the definition of a printer available to INPROC users. This does not alter the printer configuration or set-up in any way, but must be done to allow the printer to be used from within INPROC. Printers must be added to the local network print server, as well as the ANSOC host Print server.

a. Control Inputs. Only printers that are already defined on the host system can be added to INPROC. INPROC uses the same designations as the system to refer to printers. Refer to the AIX version 4.1 "System User's Guide: Operating System and Devices", for information about how to add printers to the host system.

b. Management Information. Each printer definition in INPROC consists of three parts:

(1) Printer name, a 15-character maximum alphanumeric designation used by both the host system and INPROC to identify each printer.

(2) Printer class, which is different from the system printer class. It is used by INPROC to determine what format of output is required/allowed and is selected from a pre-defined list shown below.

LASER PRINTER (HP LaserJet III-compatible)
DRAFT-80 COLUMN
DRAFT-132 COLUMN/COND
LABEL PRINTER
SLAVE *

* A user can direct the output from INPROC to a printer attached to a PC by selecting the "SLAVE" option on the printer class list. However, slave printers are, by definition, not attached to the local print server or available to other workstations on the network.

(3) Printer description: a 60-character maximum alphanumeric comment that INPROC associates with the printer to aid in identifying the printer. Should include physical location of printer (such as HP-LaserJet-II+ #1, Room 345, Building. 440).

c. Input/Output Files. Printer definitions are stored in the printer table in the inproc database (inproc: "inprc".printer).

To add a printer, select Option #1 from the "Peripheral Administration Menu". The following screen will appear.

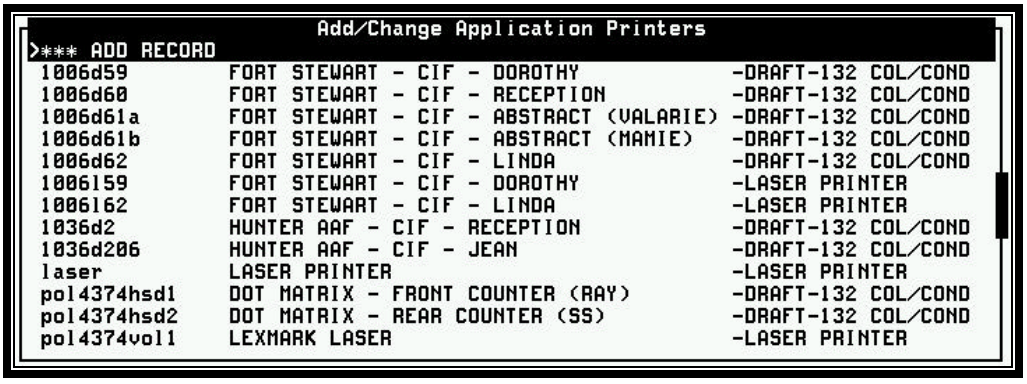
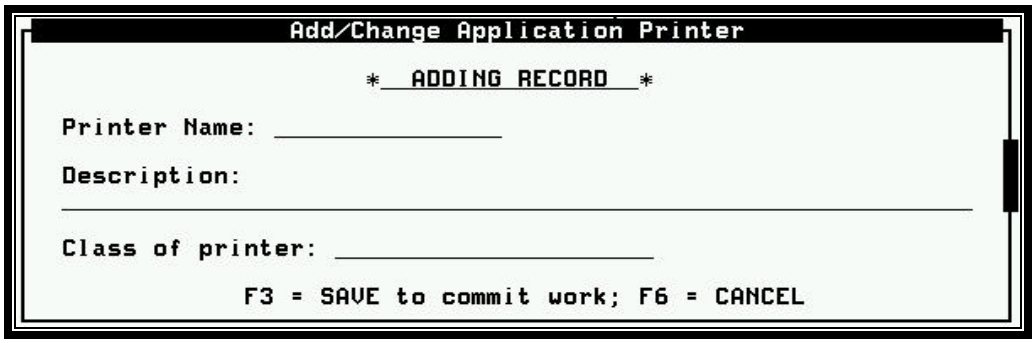


Figure 5.7-1. Add/Change Application Printers

Highlight "Add Record" and press <Enter> to display the "Add/Change Application Printers" screen as shown.



Enter the appropriate information for the printer. Press <F3> to add the printer information to the database.

5.7.4.2 Delete Application Printers

Use this procedure to delete the definition of a printer made available to INPROC via the "Add/Change Application Printer" procedure. This does not alter the printer configuration or setup in any way, but must be done to remove the matching record from the INPROC printer table, making that printer unavailable to INPROC users.

To delete a printer, select Option #2 from the "Peripheral Administration Menu".

Figure 5.7-1. Delete Application Printers

Enter the printer name to delete and press <F3> to delete or <F6> to cancel deletion request. The system will ask for confirmation before deleting the printer.

Enter <Y> for 'Yes' or <N> for 'No' and press <Enter>. Pressing <F6> will cancel the delete request.

5.7.5 Purge Records Menu

Using this menu, you can delete outdated records from the database (purge). To display "Purge Records Menu", highlight Option #5 on the "INPROC Initialization/Administration Menu" and press <Enter>. This will display a "Purge Records Menu" screen.

Figure 5.7-1. Purge Records Menu

Highlight a desired menu selection and press <Enter>.

5.7.5.1 Purge Individual Records

This menu item allows you to purge INPROC records for a specified date range. Purged records will be permanently removed from the database. Highlight "Purge Individual Records" from the "Purge Records Menu" and press <Enter>. Next, follow the steps below.

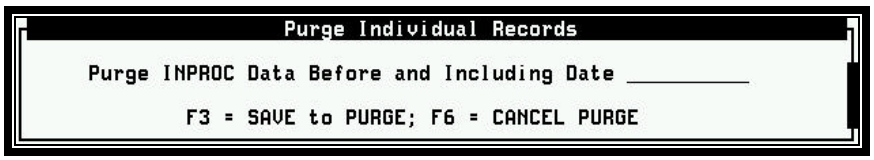


Figure 5.7-1. Purge Individual Records

At the date prompt, enter the last date of events that should be purged. For example, if you enter 1995/05/01, all INPROC records in the system up through May 1, 1995 will be deleted. Press <F3> to purge the selected records or press <F6> to cancel the purge request. Pressing <F3> will prompt you with a confirmation screen. Enter <Y> for Yes or <N> for No and press <Enter>. The system will display a warning screen. Press <Enter> to commence purging. When you finish purging records, press <F6> to exit this module.

5.7.5.2 Purge Roster Records

This is a complete list of INPROC rosters. Highlight each roster you desire to purge. Selection of this option from the "Purge Records Menu" will display the following screen.

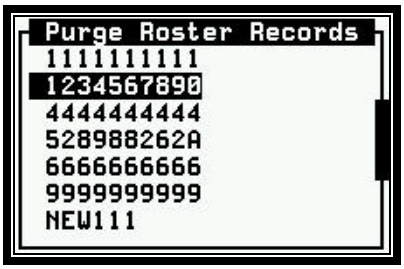
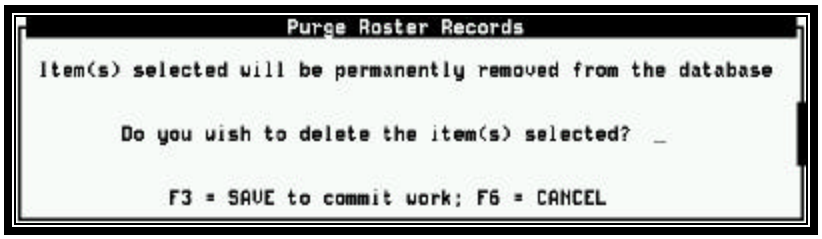


Figure 5.7-1. Purge Roster Records

This is the first screen you see where a current list of rosters is displayed. To mark roster records to purge, use the arrow keys to highlight the desired roster and press <F2>. To mark multiple roster records, highlight and press <F2> at every roster that you want to purge from the system. The > symbol will appear to the left of every roster that you mark. To mark all the rosters, press <F8> followed by <F5>.

Also, while in this roster list, you can take advantage of the full marking capabilities that INPROC provides by pressing <F8> twice. After pressing <F8> twice, you will see several marking options highlighted in the function key squares at the bottom of the screen such as MARK ALL, SWAP, INTERVAL, MARK UP etc.

To unmark marked rosters, highlight the marked roster(s) with the arrow keys and press <F2> so that the > symbol disappears. After appropriately marking the roster(s) to purge, press <Enter>. You will then be brought to a screen that asks you to confirm that you want to delete the marked items.



Enter <Y> for Yes or <N> for No and press <F3>. The system will display a warning screen. Press <Enter> to commence purging. When you finish purging records, press <F6> to exit this module.

Any marked roster and associated individual will be permanently removed from the database. The purged data will be saved to four files in the HOME directory. These four files of data could be re-inserted into the database using the oracle "LOAD" command. The file, "ip.inproc", contains inproc data. The file, "ip.ind_appt", contains individual appointments data. The file, "ip.ind_rmrks", contains individual remarks data. The file, "ip.remarks", contains remarks data.

5.7.6 Receive Records Menu

The receive records menu provides functions which allow you to incorporate data from other systems into your database.

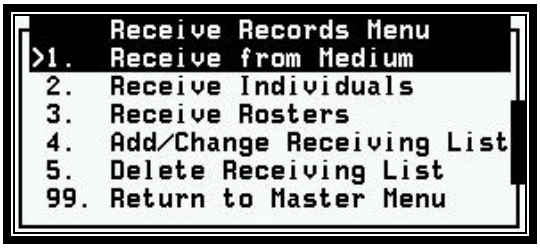


Figure 5.7-1. Receive Records Menu

Highlight one of the options and press <Enter>. Or, press <F6> to cancel.

5.7.6.1 Receive from Medium

Highlight "Receive from Medium" from "Receive Records Menu" and press <Enter> to enter the Receive from Medium form. This selection allows you to retrieve rosters from a device and load the rosters to the database. To receive another installation's records into your system, select this option.

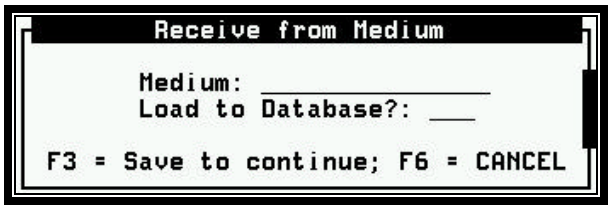


Figure 5.7-1. Receive from Medium

After making the appropriate menu selections, the first screen you see is the Receive from Medium screen. At the "Medium" prompt, enter the medium from which you want to receive data. You can press <F2> to select from a list of media choices.

Highlight your choice with the arrow keys and press <Enter>. Next, in the "Load to Database" prompt, enter <Y> or <N>. If you choose N, the computer will store the data in the /roster/ directory. Once you have completed, press <F3> to activate your request. If you are taking the data from tape, you will see a prompt asking you if the installation tape was meant to be downloaded. Enter Y or N and press <Enter>. Press <F6> to cancel.

5.7.6.2 Receive Individuals

This function is not yet implemented.

5.7.6.3 Receive Rosters

ALL the rosters currently in the roster directory are in this "Browse Menu". To load a roster(s) into the database, mark the roster by highlighting the roster and pressing <F2>. To un-mark an already marked roster, highlight the roster and press <F2>.

Figure 5.7-1. Receive Rosters

After selecting the appropriate menu options, you will see a list of rosters that you could receive into your system. Use the arrow keys to highlight the roster(s) that you want to load into your system and press <F2> at each roster.

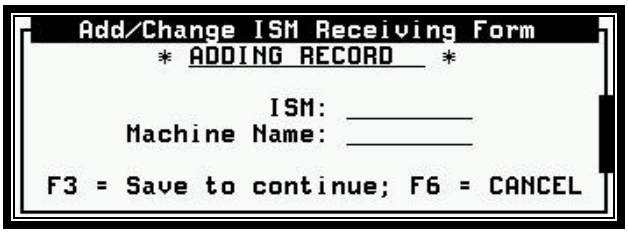
If you want to select all of the rosters listed, press <F8> followed by <F5>. All marked rosters will have the > to the left. Also, while in this list of rosters, you can take advantage of the full marking capabilities that INPROC provides by pressing <F8> twice. After pressing <F8> twice, you will see several marking options highlighted in the function key squares at the bottom of the screen such as MARK ALL, SWAP, INTERVAL, MARK UP etc.

5.7.6.4 Add/Change Receiving List

All the ISM and corresponding Machine Names that have been included in the transfer of rosters are in this screen. To change an ISM and Machine Name, highlight the ISM and press <Enter>. To add an ISM and Machine Name, highlight "*** ADD ISM/Machine ***" and press <Enter>. To define a machine and an ISM where you can receive records from, select this option from the "Receive Records Menu". This will present the following screen.

Figure 5.7-1. Add/Change ISM Receiving

After selecting the appropriate menu options, you will arrive at the Add/Change ISM Receiving screen. To add an option to the list, highlight the "Add ISM/ Machine" option and press <Enter>. You will arrive at the "Add/Change ISM Receiving Form" as shown below.



At the "ISM" prompt, enter the ISM name that you want to receive data. Next, enter the machine name that you want to receive data.

When you have completed, press <F3> to process your request. If you want to change an ISM and a machine name, highlight the existing name from the "Add/Change ISM Receiving" list and press <Enter>. You will arrive at the "Add/Change ISM Receiving Form" as you would if you were adding a new ISM/Machine Name to the list. Follow the same steps outlined above. Press <F6> at any time to

cancel.

5.7.6.5 Delete Receiving List

All the ISM and corresponding machine names included in roster transfer are in this "Browse Menu". To delete an ISM/Machine from the receiving list, select this option from the "Receive Records Menu". This shows the following screen.

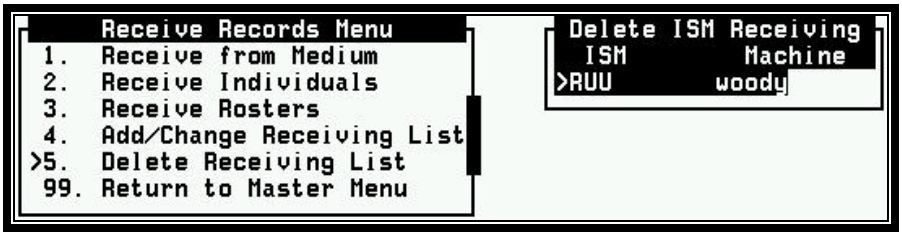


Figure 5.7-1. Delete Receiving List

From this screen, use your arrow keys to highlight the ISM/Machine you want to delete from the receiving list and press <Enter>. Next, you are brought to a delete confirmation screen.

Enter <Y> for Yes or <N> for No and press <F3> to complete the deletion or <F6> to cancel.

5.7.7 Ad Hoc Query Administration Menu

Selecting this menu from the "INPROC Administration Menu," shows the following screen.

Figure 5.7-1. Ad Hoc Query Administration Menu

5.7.7.1 Select Elements to Show

Use this procedure to define which SADB elements shall be made available to users of the Ad Hoc Query utility. When you select this item, an "Elements to Show" screen will appear. It lists available elements and current comments.

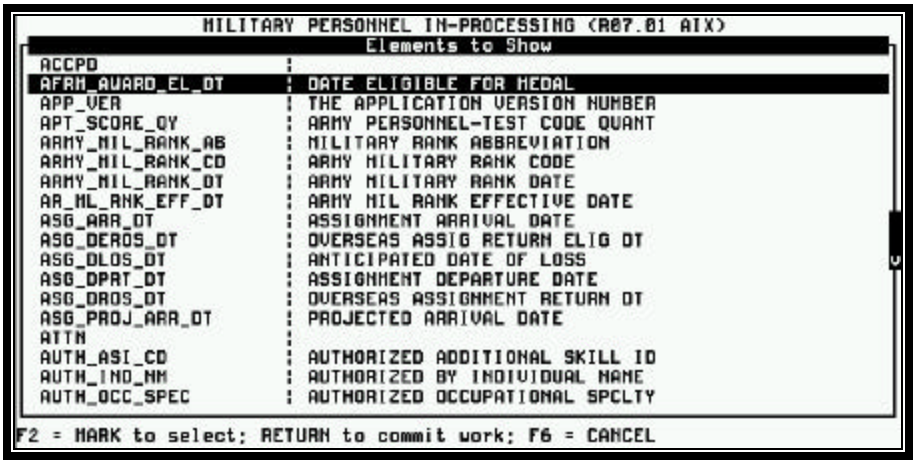
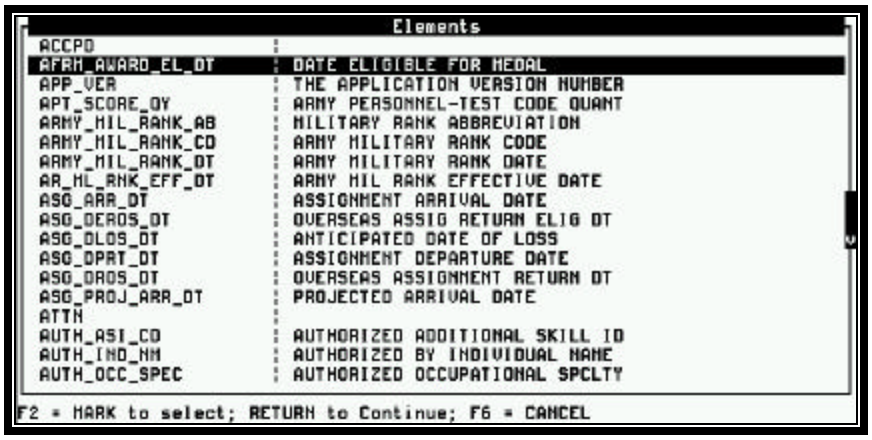


Figure 5.7-1. Elements to Show

To select elements, highlight desired element(s) and press <F2> to mark. When done marking, press <Enter> to return to the "Ad Hoc Query Administration Menu".

5.7.7.2 Add/Change Element Comments

Use this procedure to change the definitions of elements as they are displayed by Ad Hoc Query. These definitions will appear beside each element name. Selecting this item shows the following Elements screen, listing each available SADB element and its current comment.



Highlight the elements that you want to add, or change comments and press <F2> to mark them. After marking the desired element(s), a "Change Element Comment" screen will appear.

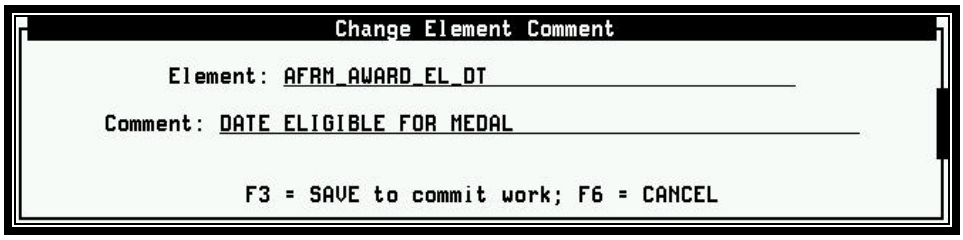
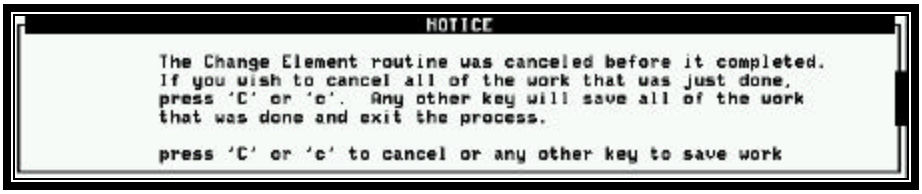


Figure 5.7-1. Add/Change Element Comments

The name of the first element you marked will appear in the Element field. Enter or change the information in the comment field and then press <F3> to go on to the next element you marked. If the Change Element routine was canceled before it was completed, then the following message will appear.



When done, the "Ad Hoc Query Administration menu" will re-appear.

NOTE: If you have excluded certain elements that are included in previously saved queries those queries will not run.

5.7.8 Status on Background Jobs

This menu allows you to monitor the status of certain automated functions performed by INPROC. These automated functions update and purge various parts of the INPROC application such as "Unit Identification Code (UIC) Browse Menu" and appointment schedules and skeletons. This menu also allows you to view the daily log of the SSN list status and the database purge log file. To see if these jobs have performed successfully or not, select Option #8 from the "INPROC Initializa-

tion/Administration Menu". This will display the following screen.

Figure 5.7-1. Status on Background Jobs

After reaching the "Status of Background Jobs Menu", select Option #1 if you want to see if the UIC list has been successfully updated.

Select Option #2 to see if the Purge/Initialize Appointments' background job has successfully purged historical appointments and if the system has been updated with new appointment skeletons. A typical reason for unsuccessful system updates is a database error.

Select Option #3 to view the daily creation log of the <F2> Choices menu for SSNs.

Select Option #4 to view the log file containing the result of the last several database purge processes run on the site.

5.7.8.1 View Make UIC List Status

To see if the UIC list is properly updated within the INPROC application, select Options # 7, 8, and 1 starting from the "Master Menu". After selecting these menu options, you will see a screen detailing a history of the automated background job that updated the UIC list in the database.

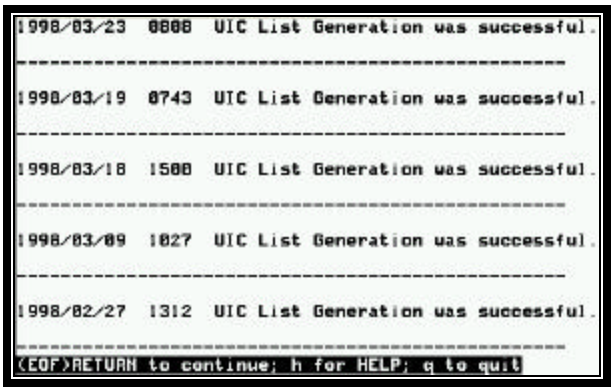


Figure 5.7-1. View Make UIC List Status

Press <q> when you have completed viewing the log, or press <Enter> to view subsequent pages of the log if there are any.

5.7.8.2 View Purge/Initialize Appointments Status

Through this option, you can view the status on the background process, purge/initialize appointments. It has the last five runs or reports that there are no runs to view. Highlight this option and press <Enter>. To see if appointments and appointment skeletons are properly purged and updated within the INPROC application, select this option from the "Status on Background Jobs" menu.

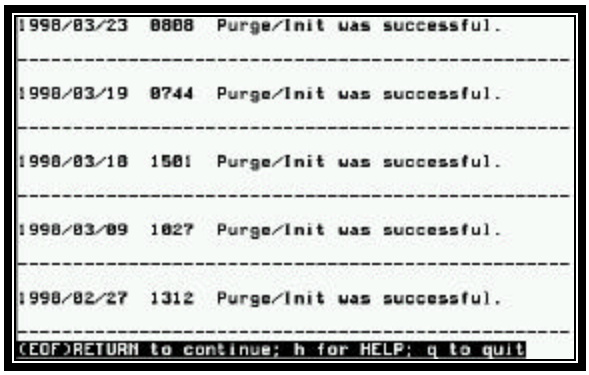


Figure 5.7-1. View Purge/Initialize Appointments Status

After selecting these options, you will see the screen detailing a history of the automated background job that purges past appointments from the database and updates the system with new appointment skeletons. Press <q> when you have completed viewing the log, or press <Enter> to view subsequent pages of the log if there are any.

5.7.8.3 View Make SSN List Status

This option allows you to view the daily creation log of the <F2> Choices menu for INPROC SSNs. Highlight this option from the "Background on Status Jobs" menu, and press <Enter>. The display shows the following screen.

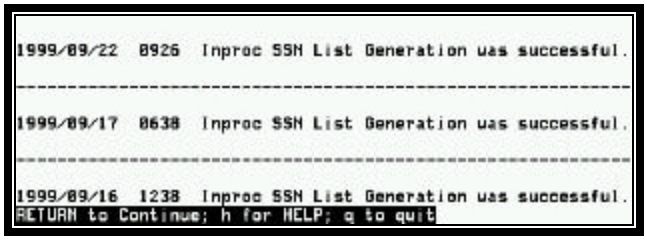


Figure 5.7-1. View Make SSN List Status

Press <q> when you have completed viewing the log, or press <Enter> to view subsequent pages of the log if there are any.

5.7.8.4 View Application Records Purge Status

This option allows you to view the log file containing the result of the last several database purge processes that were run on the site. Highlight this option from the "Background on Status Jobs" menu, and press <Enter>. The display shows the following screen.

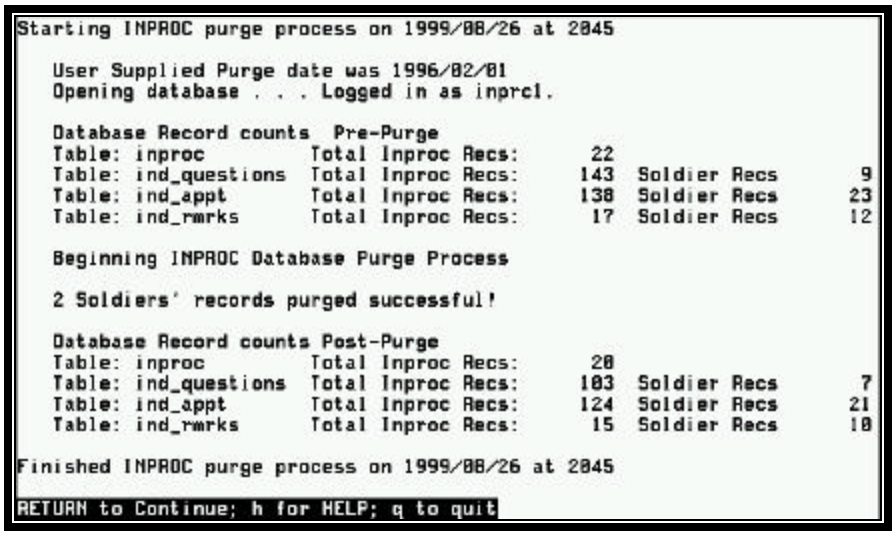


Figure 5.7-1. View Application Records Purge Status

Press <q> when you have completed viewing the log, or press <Enter> to view subsequent pages of the log if there are any.

5.8 INSTALLATION-SPECIFIC APPLICATIONS

These procedures may be defined by the INPROC administrator to be any valid UNIX shell command. Access to these procedures is controlled by the INPROC administrator using procedure Add/Change INPROC User. Selection of this option from the "Master Menu will display the following screen.

Figure 5.8-1. Installation-Specific Applications Menu

6 TERMS AND ABBREVIATIONS

Terms	Explanation
Ad hoc	A feature of ISM that permits any user to create special-purpose or customized queries and reports with SQL.
Archive	Stored files that will not be used for some time or saving a "snapshot" of a set of files.
Case-sensitive	Able to distinguish between upper and lower-case letters.
Login Name	The string of characters that identifies each user accounts on the UNIX-based host computer. This same name identifies INPROC users. (It is also called the "user name").
Software Tools	See "Utility Software".
Software Unit	A program, package, module, or any other convenient grouping of code that may be discussed or documented as a unit.
Utilities	Software programs, subroutines, MACROs, facilities, and vendor software separate from the application used to generate or modify code.
Utility Software	Software programs, subroutines, MACROs, facilities, and vendor software separate from the application used to generate or modify code.

Abbreviations & Acronyms	Definition
ACSIM	Assistant Chief of Staff for Installation Management
ADD	Army Data Dictionary
ADP	Automated Data Processing
AIS	Automated Information System
AISM	Automated Information System Manual
ANSI	American National Standards Institute
ANSOC	Army Network and Systems Operations Center
AR	Army Regulations
ASCII	American Standard Code Information Interchange
BBS	Bulletin Board System
CAO	Customer Assistance Office
CCM	Configuration Control Manual
CIF	Central Issue Facility
DA	Department of the Army
DBA	Database Administrator
DBDD	Database Design Description
DBMS	Database Management System
DCSLOG	Deputy Chief of Staff for Logistics
DCTN	Defense Commercial Telecommunications Network
DIC	Document Identifier Code
DISN	Defense Information System Network
DOD	Department of Defense
DODAAC	Department of Defense Activity Address Code
DOIM	Directors of Information Management
DPI	Data Processing Installation
DRMO	Defense Reutilization and Marketing Office
DSN	Defense Switched Network
ECP-S	Engineering Change Proposal - Software

ESQL	Embedded Structured Query Language
ETI	Extended Terminal Interface
ETIP	Extended Terminal Interface Prototype
FA	Functional Administrator
FD	Functional Description
FOUO	For Official Use Only
FP	Functional Proponent
FTS	Federal Telecommunications System
GOSIP	Government Open System Interconnection Profile
IAW	In accordance with
IITS	Installation Information Transport System
ILIDB	Installation Level Integrated Database
ISM	Installation Support Module
ITP	Installation Transition Processing
ISS	Information Systems Security
LAN	Local Area Network
LIN	Line Item Number
MACOM	Major Army Command
MAIS	Major Automated Information System
NCSA	National Center for Supercomputing Applications
NIC	Network interface card
NSN	National Stock Number
OCIE	Organizational Clothing and Individual Equipment
ODISC[4]	Office of the Directorate of Information Systems for Command, Control, Communications, and Computers
OS	Operating System
OSE	Open System Environment
PAM	Pamphlet
PC	Personal Computer
PCS	Permanent Change of Station
POC	Point of Contact
POSIX	Portable Operating System Interface for Computer Environments
PR	Problem Report
QPBS	Quantity Possessed by Soldier
RDMS	Relational Database Management System
SA	System Administrator
SADB	Subject Area Database
SAFP	Subject Area Functional Proponent
SCOM	Software Center Operator Manual
SD	System Developer
SDC-W	Software Development Center-Washington DC.
SIC	System Identification Code
SIDPERS	Standard Installation/Division Personnel System
SIP	Software Installation Plan
SMC	Small Multi-user Computer
SPS	Software Product Specification
SQL	Structured Query Language
SSA	Supply Support Authority
SSAN,SSN	Social Security Account Number, Social Security Number
SSP	Security Support Plan

STAMIS	Standard Army Management Information Systems
STARS	Status Tracking and Reporting System
STRAP	Structured Requirement Analysis Planning
SUM	Software User Manual
TCSEC	Trusted Computer System Evaluation Criteria
UIC	Unit Identification Code
UNCLAS	Unclassified
USAISSDC-W	U.S. Army Information Systems Software Development Center - Washington DC.
USAISEC	US Army Information System Engineers Command
US-2	Unclassified Sensitive-Two
VDT	Video Display Terminal

7 SAMPLE BACKUP SCRIPT

```
#! /bin/sh
# backup : sample of script to backup the INPROC ISM
TAPEDEV=/dev/null
# You must change TAPEDEV to the local pathname of a tape drive.
# For example on the AT&T 3B2:  TAPEDEV=/dev/rSA/9track1
# If you don't have a tape drive you can create the archive in a file.
# Set TAPEDEV to the pathname of file, for example "/usr2/inprc.cpio".
# Be sure that you do this on a file system that a) has enough free blocks to contain the entire archive and
# b) is writable by login ID inproc.
# Use of "compress" or another adaptive file compression method on the result is highly recommended if possible.
#
# message below can be seriously shortened
#
echo "This backup program is intended is to backup (almost) everything needed to restore INPROC to operation on
the same/other system in the event of a system failure.  Only the password file and individual user directory files are
not stored.
Restoring is somewhat tricky and complicated since it depends on how the system failure occurred.  If you need
assistance with a restore or think you do please contact someone.  Backup does not restore.
Before running backup, use a text editor to set the value of \"TAPEDEV\" to a value appropriate for your system.
Currently TAPEDEV=\"$TAPEDEV\".
In order to run backup you must
        1)  Login as someone other than a INPROC user.
        2)  Switch user to login ID \"inprc\".
        su inprc  (note: no \"-\" argument to su!)
        3)  Change directory to home directory for INPROC.
        4)  Insure no ISM users are logged in.  This insures that neither the INPROC database or the ILIDB are in
        use.
        5)  if archiving to tape, mount a writable tape.
        6)  run \"backup\". That means type:
        ./backup
Are you ready to continue?  This means that steps 1-5 are complete [Y/N] \c"
read ans
if test -z "$ans"
then
        echo "no backup done"
        exit
elif test "$ans" != "Y"
then
        echo "no backup done"
        exit
fi
#
# First make backups using "dbexport" of the SADB and the ILIDB
DBLIST=" ilidb"
for db in $DBLIST

do
        rm -rf $db.old              # remove old backup
        mv $db.exp $db.old          # make current backup previous
        rm -f dbexport.out          # scratch old transcript file, if any
        dbexport  $db -q            # quiet export;
        if test $? -ne 0
        then
                echo "export of $db failed"
                echo "backup not done"
                exit
        fi
        mv dbexport.out $db.exp    # save transcript with export files
```

```
done
# create a cpio archive file
find . -print | sort | cpio -ocv > $TAPEDEV
if test $? -ne 0
then
        echo “cpio $db failed”
        echo “backup not complete”
else
        echo “backup complete”
```